Compucorp®

A distinguished family of word and data processors.

OMEGA
Word processor

Operator's Manual

FOREWORD

What Is a Word Processor?

A word processor is a modern invention that replaces type-
writers. With a word processor, you type and correct typing
errors on a video screen, and then press a button to print
what you have typed. Or press another button to save it on
the word processor's memory so you can recall and edit
(change) it later.

With your OMEGA Word Processor, you can easily edit what you
have typed. At the touch of a few keys you can change
margins, move sections of text around, or indent a section
of text from the margins.

With OMEGA, you can produce letters in a fraction of the
time you would take with a typewriter. You can "assemble"
letters by choosing among selections of text typed earlier;
and OMEGA can let you add personal information at the same
time. Or you can have OMEGA print a letter to each person
on a list, or just to the ones who meet certain qualifi-
cations, while you type something else.

OMEGA can even do some of your most painstaking work for
you. It can replace all, or some, of the "Mr. Jones" in a
letter with "Mr. Johnson". It can line up columns of
numbers on the decimal points. And it can make forms that
you just fill in.

Best of all, your OMEGA Word Processor is easy to learn and
easy to use. This manual was written on an OMEGA Word
Processor.

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Chapter 1

BASIC EQUIPMENT INFORMATION

This chapter gives you the basic information about what your OMEGA 20 Word Processor equipment does, and how it works.

THE OMEGA 20 WORD PROCESSOR EQUIPMENT

This section tells you what each part of your OMEGA 20 Word Processor does. The OMEGA 20 Word Processor is shown in figure 1-1.

Video Screen

The video screen shows what you have typed. It also asks you questions during some of the word processing procedures. You can adjust the brightness of the screen with the control on the back of the screen.

Your screen may sit on an optional tilting mechanism that allows you to angle the screen up or down.

Keyboard

You type documents and type answers to OMEGA's questions on the keyboard. The keyboard is like the keyboard of a typewriter, with several keys added.

The third section of this chapter describes the sections of the keyboard and what they do.

Computer Unit

The computer unit is OMEGA's automatic "brain". It directs all of the word processing tasks.

Diskette Drives

A diskette is a flexible disk that holds information on its magnetic surface. The information on a diskette is put on it and recalled from it by a diskette drive. A diskette drive turns a diskette like a phonograph turns a record, and saves and recalls information as directed by the computer unit.

The label on your diskette drives indicates the model number of your drives. How to put a diskette in a diskette drive is described in chapter 2.

Printer

The printer connected to OMEGA prints documents as instructed by the computer unit.

THE OMEGA KEYBOARD

THE FOUR AREAS OF THE KEYBOARD

Figure 1-2 shows the OMEGA keyboard. If you have a different kind of keyboard than the one shown in figure 1-2, be sure to read the last part of this section.

The Typing Keyboard

The typing keyboard has a few more keys than a typewriter. And some of the familiar typing keys act differently. These are explained in chapter 2.

The Control Keys

The control keys are to the right of the typing keyboard. These keys can control where you type on the screen, and they start and stop some word processing actions.

If your keyboard does not have this group of keys, see the end of this chapter.

The Numeric Keypad

The numeric (number) keypad is to the right of the control keys. Numbers can be typed faster on this kind of keyboard.
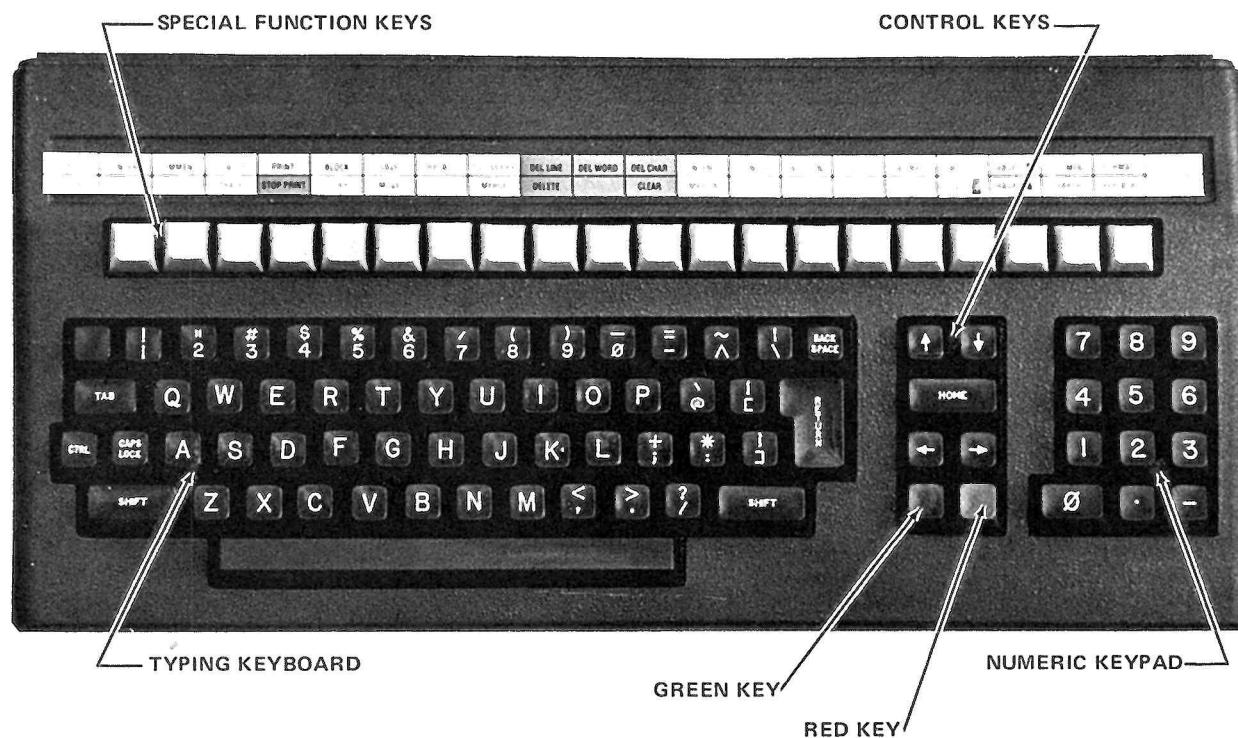
Figure 1-2. The OMEGA Keyboard

The Special Function (Top) Key Row

The 20 unmarked keys across the top of the keyboard perform special word processing functions. The actions each key can perform are labeled in the rectangles on the paper strip above the row.

The label in each rectangle on the paper strip means a different action. Each key can do the one or two actions labeled in the rectangles above it.

HOW TO OPERATE THE SPECIAL FUNCTION KEYS

The label in each rectangle above a special function key means a different action that key can do.

To do the action labeled in the top rectangle above a key, just press the key.

To do the action labeled in the bottom rectangle above a key, hold down the "CTRL" (control) key and then press that key once, while still holding CTRL. The CTRL key is located just below the tab key.

IF YOUR KEYBOARD DOES NOT HAVE A RED KEY AND A GREEN KEY

Some keyboards do not have the group of control keys between the typing keyboard and the numeric keypad. Instead, except for two keys, those keys are on the typing keyboard.

The two keys that are not on the typing keyboard are a red key and a green key. On this keyboard, the ESC (short for "escape") key replaces the red key, and the RETURN key replaces the green key.

If your keyboard does not have the control key section, use the ESC key when the instructions in this manual tell you to use the red key. And use the RETURN key when instructions tell you to use the green key

Chapter 2

HOW TO START OMEGA: Introduction to Diskettes

This chapter tells you how to start up OMEGA. It also tells you how to put a diskette in a diskette drive, and how to care for and protect your diskettes.

HOW TO START OMEGA

OMEGA becomes ready for typing after a few simple steps:

1. **Turn On OMEGA.**
   Press the switch on the right side of the back of the bottom unit. (See figure 1-1 in chapter 1.)

2. **Insert the OMEGA Master Diskette If It is Not In.**
   The diskette labeled "OMEGA Word Processor" gives the computer unit the information it needs to do word processing tasks. It must be in a diskette drive, with its notch covered, while OMEGA is used.

   How to insert a diskette is described in the second section of this chapter.

   After a few seconds of starting up, the screen asks you what the time is.

3. **Type the Time, Then Press the RETURN Key.**
   Type the time, including "AM" or "PM". See figure 2-1. Then press the RETURN key once. If you make a typing mistake, erase it with the BACK SPACE key, or with the RUB OUT key, whichever you have on your keyboard.

   A message on the screen now asks what the date is.

```
OMEGA Level A

Enter Time (hh/mm), followed by AM or PM: 9:00AM
Enter Date (mm/dd/yy): 10/28/80  █
```
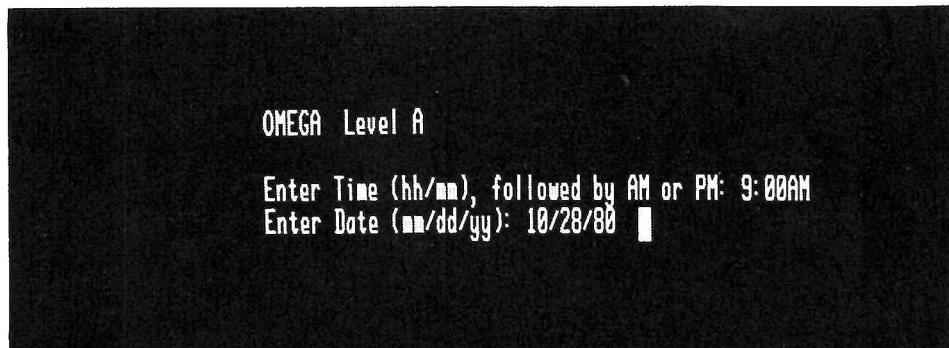
Figure 2-1. Screen at Start Up

4. Type the Date, Then Press RETURN.
Type the date using the month, day, year order. Then press RETURN.

The screen then shows a margin scale, and a blank page to type on. You can now type a letter.

HOW TO INSERT AND REMOVE A DISKETTE

Follow the steps in this section to insert or remove a diskette. Be careful not to touch the exposed areas of the inside magnetic surface of the diskette. Touching those areas can damage the recording.

HOW TO INSERT A DISKETTE

Follow these steps to insert a diskette in a drive. Figure 2-2 shows the correct position of a diskette being inserted.

1. Turn On OMEGA Before You Insert a Diskette.
A diskette best seats into its correct position when OMEGA is on. Turn OMEGA on with the on-off switch on the right side of the back of the bottom unit (see figure 1-1 in chapter 1).

2. If a Diskette Has a Notch, Cover It With a Tab.
Some diskettes have a notch in one of their sides that must be covered with a self-adhesive tab. If there is a notch in your diskette, cover it with one of the tabs that come with the diskettes.

Figure 2-2 shows a diskette with its notch covered.

3. Insert a Diskette with Its Label Up and with Its Oval Slot in First.
The correct way to insert a diskette is with its label face up and with its oval slot going in first. Many kinds of diskettes also have an arrow on their labels which point to the edge that you must insert first.

4. Gently Slide the Diskette In and Close the Door.
Do not force a diskette in. When it is fully in and you feel it stop or hear a click, press down the door latch.

HOW TO REMOVE A DISKETTE

Follow these steps to remove a diskette from a drive.

1. Be Sure the Red Light on the Diskette Drive is Off.
If you remove a diskette when the red light on its drive is on, text may be lost.

2. Open the Door and Gently Pull the Diskette Out.
Lift up the latch (on a model 665 press down on the latch first). Then gently pull the diskette out.
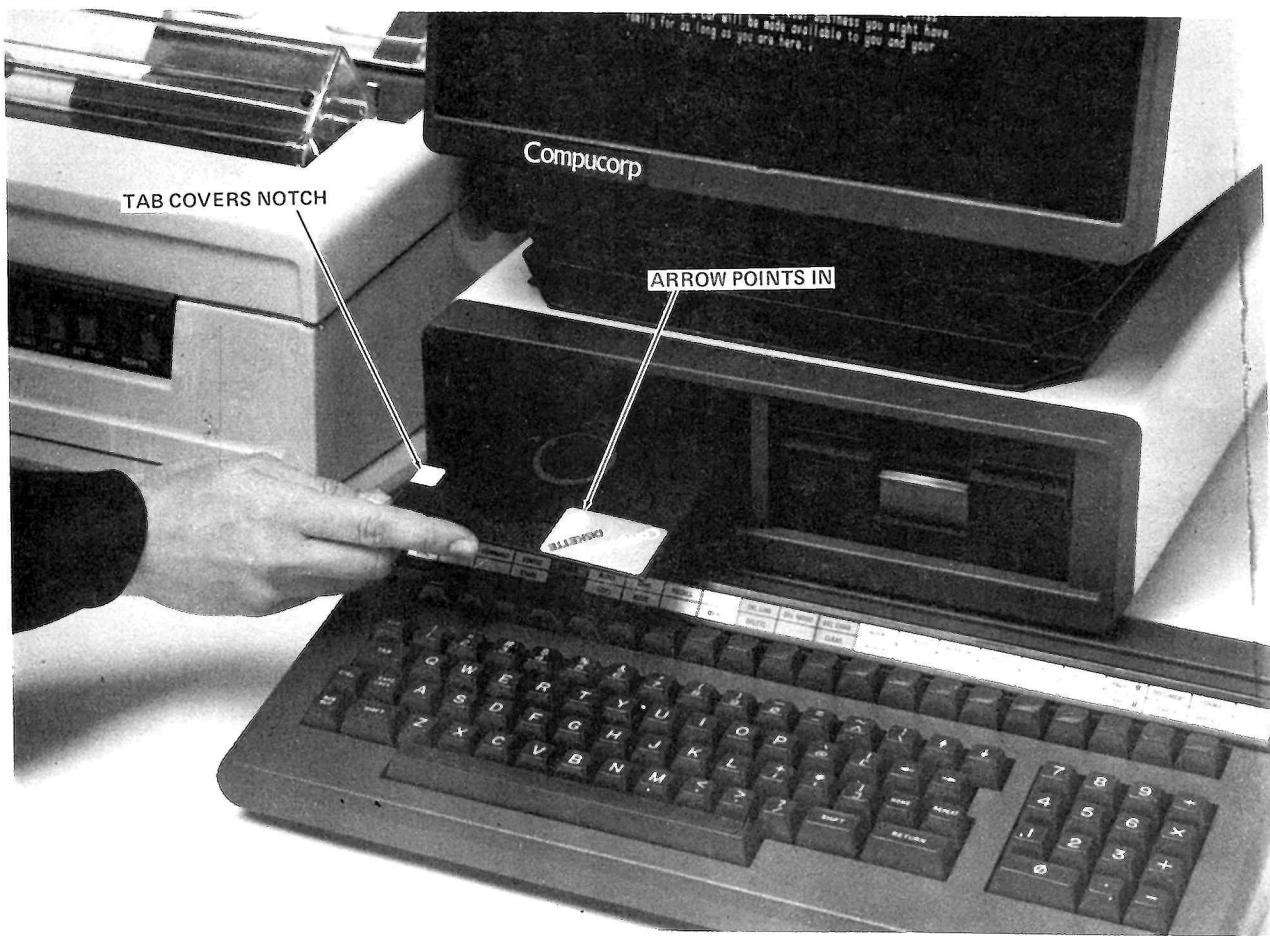
Figure 2-2. Inserting a Diskette

3. Put the Diskette in a Paper Jacket.
Before you put the diskette anywhere, place it in one of the paper jackets that the diskettes come in. This protects its magnetic surface from dirt.

HOW TO HANDLE AND STORE DISKETTES

If one of your diskettes wears out or is damaged, you can lose text that took hours to type. For this reason, you should handle and store your diskettes with attention and planning.

The thin, magnetic surface of a diskette can be made unusable by such minor things as the oils on your fingers, by dirt, by sunlight, by heat, and by water or coffee or other liquids. It can also be damaged by bending, and by writing on its label with a ball point pen.

Follow these rules to ensure that you will not lose the text on your diskettes, and to ensure that your diskettes will last until they wear out naturally.

* Do not put a diskette down unless it is in its jacket. This helps protect its magnetic surface from being damaged by dirt or liquids.

* Do not touch the exposed magnetic surface of a diskette.

* Do not wipe or try to clean the magnetic surface of a diskette.

* Use only a felt tip pen to write on the label on a diskette. The magnetic surface can be damaged by sharp pressure from ball-point pens or pencils.

* Keep your diskettes away from magnets and strong magnetic fields. They can destroy saved data.

* Store diskettes in areas that will not go over 50° C., or 125° F.

* Leave diskettes where they will not be exposed to direct sunlight.

* Save your important documents on more than one diskette. How to do this is described in chapter 7.

* Make frequent copies of your diskettes in order to protect your documents against accidental diskette damage or loss. How to copy a diskette is described in chapter 25.

* Keep the copies of your diskettes in a different place than the originals.

* Do not leave diskettes lying around. Put them in boxes, such as the boxes they come in.

Chapter 3

HOW TO TYPE A LETTER: Introduction to OMEGA

This chapter gives you the basic information you need to know to type a letter, to correct typing errors, and to print the letter on the printer.

HOW TO TYPE A LETTER

Using OMEGA is in many ways like using a typewriter. There are, however, a few important differences. Read this section to learn the basic information you need to know to type a letter.

If you make a typing error, read the next section in this chapter to correct it.

ABOUT OMEGA'S MARGIN SCALE

After you start OMEGA with the steps in chapter 2, the screen displays a margin scale similar to a typewriter's (see figure 3-1). The margin scale shows:

Margins. The "L" and "R" indicate the left and right margins. How to change margins is described in chapter 12.

Tab Stop Settings. Tab stops are shown as right pointing triangles on the margin scale. Using the TAB key and changing tab stops is described in chapter 15.

Hot Zone (Hyphen Zone). At the right margin, the area between the "H" and the "R" is the hot zone, or hyphen area. While you type, you can ignore the both the hot zone and the right margin. When you reach the right margin, OMEGA automatically moves a word that runs over the right margin to the next line. Use of the hot zone is described in the next section of this chapter.

Cursor Location. The cursor is the small rectangle that shows where you are typing. Its location is shown at the upper right of the screen, with page number, line number, and character position (how far it is from the left of the screen). The location of the cursor is also shown on the margin scale with an arrowhead pointing down.

START TYPING ON THE FIRST LINE OF THE SCREEN

Start typing your letter on the first line of the screen. See figure 3-1.

The top margin of the letter will be controlled at the printer when you print the letter.

CURSOR LOCATION INDICATORS

TAB STOPS

LEFT MARGIN

HOT ZONE

```
                                        PAGE    1 LINE  13 CHAR  30
·······)·L····)·····)·····)·)·····)·····)·····)·····)H···R········
                    Russell Baker,
                    1465 Valley Drive,
                    Aspen, Colorado 81611,

                    ,

                    Dear Mr. Baker,,

                    ,

                    Congratulations!  Because of your excellent history of
                    business with our company, we are pleased to offer you the
                    opportunity to continue purchasing our fine sportswear
                    through our exclusive VIP Account.,

                    ,

                    A HAVERMINE VIP Acc█
```

CURSOR

Figure 3-1. Typing a Letter

KEEP TYPING AT THE RIGHT MARGIN

When you reach the right margin, do not press RETURN to type the next line. Continue typing. OMEGA returns automatically, and moves a word that did not fit on the last line to the next line.
Press RETURN at the end of a paragraph, at the end of a short line, and at the beginning of a blank line.

KEYS THAT ACT UNLIKE A TYPEWRITER'S KEYS

RETURN Key. The RETURN key leaves a left-pointing triangle on the screen when you press it. This triangle will not be printed on paper. The RETURN key should be used at the ends of paragraphs, the ends of short lines, and to leave blank lines on paper.

Space Bar and TAB Key. The space bar and TAB key do not move the cursor over already typed areas. Instead, they add space. To move over text, use the arrow keys to the right of the typing keyboard.

CAPS LOCK Key. The CAPS LOCK key takes the place of a typewriter's shift lock key, but acts differently. When the CAPS LOCK key is down, letters are typed as capitals, but the characters above numbers are not typed. In other words, CAPS LOCK does not lock the shift key.

Repeating Keys. All keys repeat if held down.
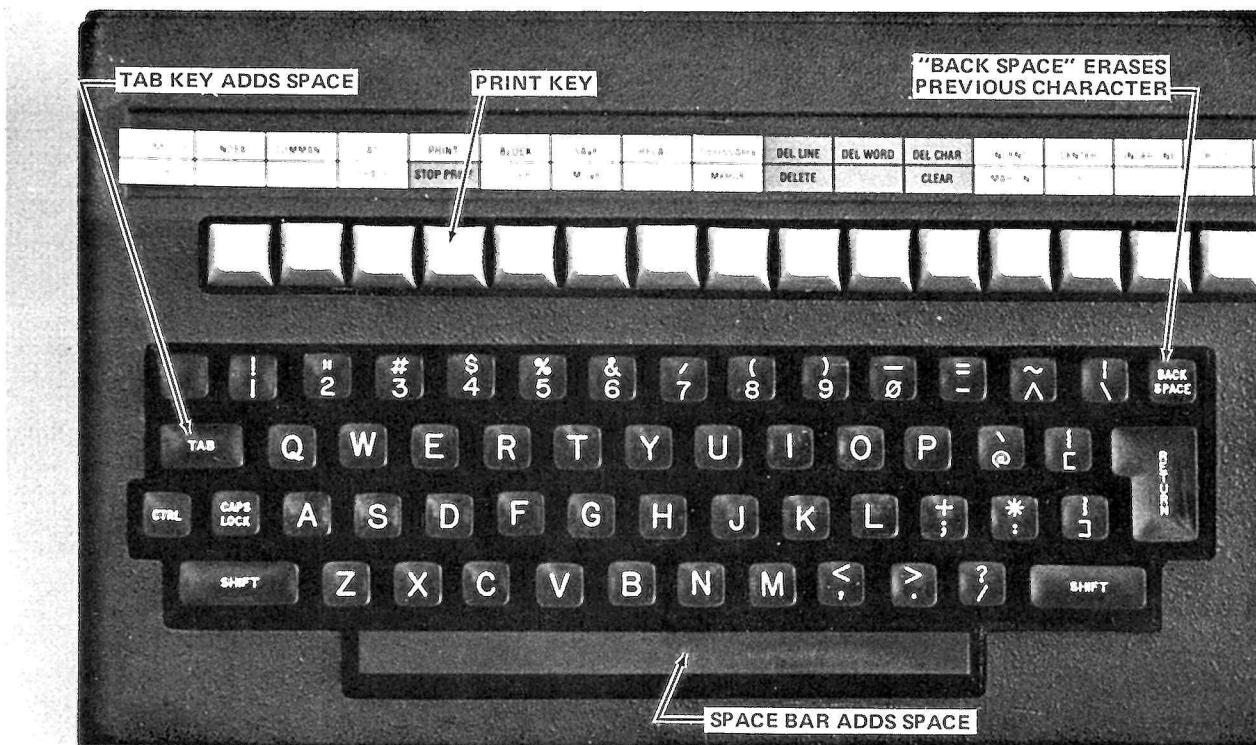
Figure 3-2. OMEGA Typing Keyboard

YOU CAN TYPE LETTERS LONGER THAN THE SCREEN

Your letters can be as long as you want. When you type a letter longer than the screen, the top of the letter moves up off the top of the screen. It is, however, still in the memory of the computer unit. You can move the text down and up again by pressing the keys with the arrows pointing up and down.

If you type a letter longer than three pages, or if OMEGA asks at the top of the screen "SAVING TEXT: Please name this document:", read chapter 16.

HOW TO CORRECT A TYPING ERROR

This section gives you the information you need to correct a mistake. There is more information about deleting and replacing text in chapter 10, but you should be familiar with these methods first.

USE "BACK SPACE" TO CORRECT A MISTAKE YOU JUST MADE

If you just made a mistake, press the BACK SPACE key or the RUB OUT key, whichever you have on your keyboard. The last typing action then erases and the cursor backspaces. Then type the correct key.

USE THE ARROW KEYS TO PLACE THE CURSOR AT AN EARLIER MISTAKE

If you noticed that you made a mistake earlier, use the arrow keys at the right side of the keyboard to move the cursor to the error. An arrow key moves the cursor one space at a time in the direction it points. It repeats if held down.

The Up Arrow. The up arrow moves the cursor straight up. When you arrow the cursor up at the margin scale, the text above the margin scale scrolls down.

The Down Arrow. The down arrow moves the cursor straight down. When you arrow the cursor down at the bottom of the screen, the text below the screen scrolls up.

The Left Arrow. The left arrow moves the cursor left. When you arrow the cursor left at the left margin, the cursor moves up to the end of the previous line.

The Right Arrow. The right arrow moves the cursor right. At the right margin, the cursor keeps moving right. When the cursor reaches the right of the screen, the text moves one-quarter screen left (to a maximum width of 255 characters). To return the text at the left to the screen, arrow the cursor left.

PRESS "DEL CHAR" TO ERASE AN INCORRECT CHARACTER

To erase a character in a section of text you have already typed, place the cursor on the character and then press DEL CHAR (on the top key row near the middle).

A CHARACTER INSERTS TO THE LEFT OF THE CURSOR

To insert a new character into text that has already been typed, place the cursor on the position to the right of where you want to insert. Then type the character.

OMEGA WILL SPLIT A LINE TO MAKE ROOM FOR INSERTED TEXT

When you insert a character in a line that already goes to the right margin, OMEGA splits the line at that point to make room for the text you want to insert. See figure 3-3.
When you are finished inserting, press FORMAT.

PRESS "FORMAT" TO REARRANGE CORRECTED TEXT

To have OMEGA rearrange your corrected text for you, press FORMAT (the last key on the right on the top key row). Figure 3-4 shows what figure 3-3 looks like when OMEGA has reformatted (rearranged) it.
If OMEGA beeps and asks at the top of the screen "Please hyphenate", you need to hyphenate the word the cursor is on, or end the line with the last word before the hot zone. Follow the steps in the next part of this section.

····:····▶·L····▶···▶·········▶········▶····v▶·····▶·······▶·····▶······▶H····R··········

Russell Baker,
1465 Valley Drive,
Aspen, Colorado 81611,

◄

◄

Dear Mr. Baker,◄

◄

Congratulations! Because of your excellent history of
business with our company, we are pleased to offer you the
opportunity to continue purchasing our fine sportswear
through our exclusive VIP Account.◄

◄

A HAVERMINE VIP Account offers you the advantage of a 3%
REBATE ON EVERY PURCHASE you ▮
.   make. That's right . . : 3% of the
purchase price of all of HAVERMINE's quality articles is
automatically subtracted

Figure 3-3. The Word "you" Has Been Inserted

········▶·L····▶·····▶········▶·v····▶····▶·······▶·······▶····▶H···R··········

Russell Baker,
1465 Valley Drive,
Aspen, Colorado 81611,

◄

◄

Dear Mr. Baker,◄

◄

Congratulations! Because of your excellent history of
business with our company, we are pleased to offer you the
opportunity to continue purchasing our fine sportswear
through our exclusive VIP Account.◄

◄

A HAVERMINE VIP Account offers you the advantage of a 3%
REBATE ON EVERY PURCHASE you make. That's right . . . 3% of
the purchase price of all of HAVERMINE's quality articles is
automatically subtracted▮

Figure 3-4. After Reformatting

HYPHENATE OR PRESS "RETURN" WHEN ASKED TO HYPHENATE

Do one of the steps in this part if, while reformatting, OMEGA beeps and asks at the top of the screen "Please hyphenate". Chapter 11 tells more about reformatting text and hyphenating.

To End the Line with the Word Before the Hot Zone, Press RETURN Once.
The word the cursor is on then begins the next line and the paragraph reformats down to another word that needs to be hyphenated, or down to the end of the paragraph. If your keyboard has a green key, use that instead.

To Hyphenate, Follow These Steps:

1. **Place the Cursor on the Character After a Proper Hyphen Position.**
   For example, to hyphenate the word "lefthand," place the cursor on the "h".

2. **Press the Hyphen or the Minus Sign.**
   The line then ends with the hyphen and the paragraph reformats down to another word that needs to be hyphenated, or down to the end of the paragraph.

   If you later change the paragraph so the word does not need to be hyphenated, pressing FORMAT will remove the hyphen. The hyphen will, however, appear again if another change and reformat requires it later. This is called a "soft hyphen."

HOW TO PRINT A LETTER

Follow these steps to print a letter. If you want to change the way the letter is printed, see chapter 26.

1. **Turn on the Printer.**
   Start the printer connected to OMEGA.

2. **Position Paper in the Printer.**
   The first line of the document will be printed where the printer is set to print on the paper. If you did not begin typing on the first line, the printer will move down until there is text to be printed on a line.

3. **Press PRINT Once.**
   This is the fourth key from the left on the top key row. The letter then prints.

4. **If You Want To Stop Printing, Hold Down CTRL and Press STOP PRINT.**
   How to use the CTRL key is detailed in chapter 4. Printing stops after the characters print that were already sent to the printer. To resume printing from later than the beginning of the letter, see chapter 26.

If you also want to save the letter on OMEGA's diskette memory so you can recall it later, see chapter 5. If you want to erase the letter so you can type a new document, see chapter 8.

Chapter 4

HOW TO OPERATE THE TOP KEY ROW

This chapter tells you how to operate the 20 keys at the top of the keyboard. These keys do special word processing operations. What they do is summarized in the back of this manual in appendix E.

WHAT THE SPECIAL FUNCTION KEYS CAN DO

The paper strip above the 20 special function keys at the top of the keyboard indicates what these keys can do. The label in each rectangle on the paper strip means a different action.

Each key can do the one or two actions labeled in the rectangles above it. The next section describes how to operate these keys.

PRESS THE KEY TO DO THE TOP LABEL

HOLD DOWN "CTRL"
WHILE YOU PRESS
A KEY TO DO THE
BOTTOM LABEL
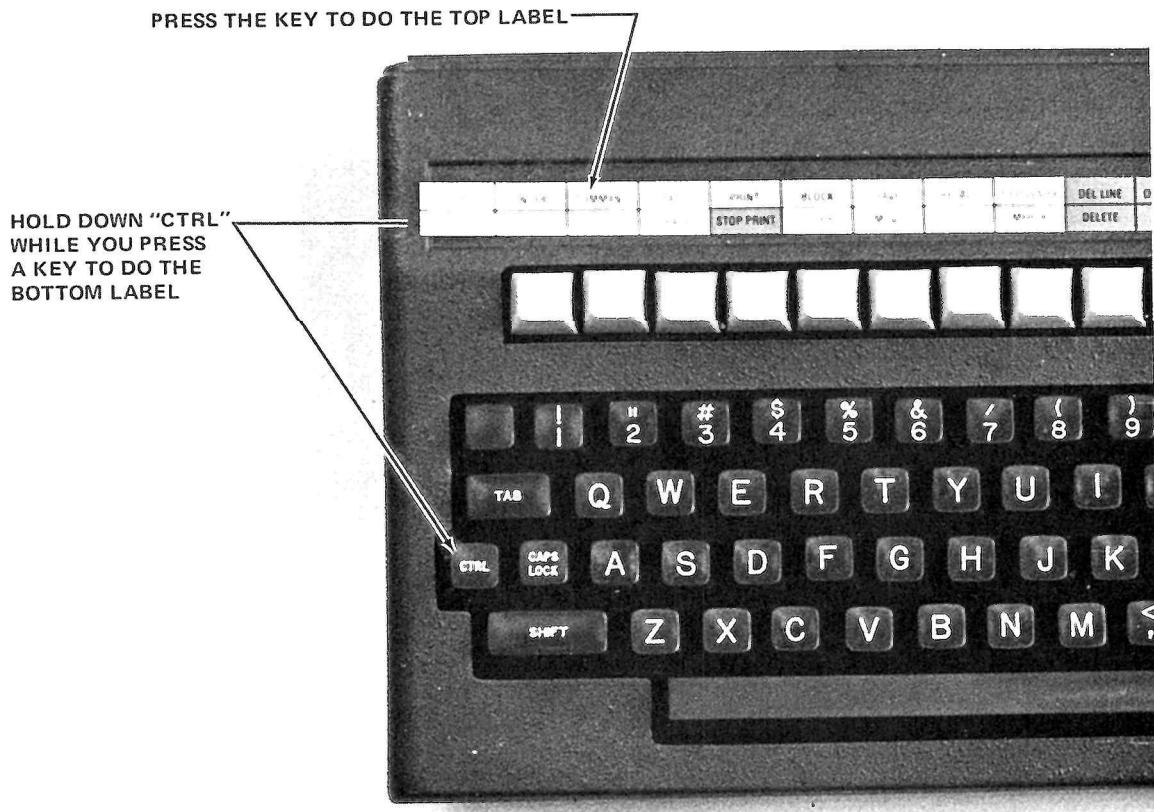
Figure 4-1. Using the Special Function Keys

HOW TO OPERATE THE SPECIAL FUNCTION KEYS

The information in this section describes how to operate the special function keys.

TO DO THE LABEL IN THE TOP RECTANGLE, JUST PRESS THE KEY

To do the action indicated in the top rectangle above a key, just press the function key below it.

TO DO THE BOTTOM LABEL, HOLD DOWN "CTRL," THEN PRESS THE KEY

To do the action indicated in the bottom rectangle above a key, hold down the CTRL key and then press the function key once while still holding CTRL.

The CTRL (short for "control") key is at the left of the keyboard, below the TAB key.

TO INTERRUPT A WORD PROCESSING OPERATION, PRESS THE RED KEY

If you accidentally start a word processing action, or change your mind after starting one, you can stop it before it is finished by pressing the red key.

The red key means STOP, or CANCEL. If your keyboard does not have a red key, use the ESC key. "ESC" is short for "escape".

Chapter 5

HOW TO SAVE A LETTER ON A DISKETTE:

Introduction to Using Diskettes

There are two procedures used to save a document on a diskette: one to save a document you have just typed, and one to save a document you have recalled from a diskette. This chapter details both procedures.

If a document is longer than three pages, or becomes longer than three pages, the procedure to save it is different. See chapter 16.

Be sure to make copies of your diskettes in order to protect your documents against accidental diskette damage or loss. To do this, see chapter 25.

When you save a document, you need to decide on what diskette to place it.

THE TWO CATEGORIES OF DISKETTES

There are two kinds of diskettes: OMEGA document diskettes and the OMEGA Master Diskette.

THE OMEGA MASTER DISKETTE

The OMEGA Master Diskette gives the computer unit the information it needs to do word processing actions. It must be in a diskette drive for OMEGA to work. It is labelled "OMEGA Word Processor".

Documents can be saved on a Master Diskette, but when a Master Diskette is full it cannot be replaced (since it must remain in a drive). For this reason, documents should be saved on a document diskette.

THE OMEGA DOCUMENT DISKETTE

An OMEGA document diskette is a diskette that is used only to save documents on.

When a document diskette is full, you can replace it with an empty document diskette. You can also use a document diskette as an alphabetical or subject file, storing different kinds of documents on separate diskettes.

A document diskette has to be prepared by OMEGA before documents can be saved on it. This procedure is described in chapter 25.

HOW TO SAVE A NEW DOCUMENT

If you have just typed a new document and want to save it on a diskette, follow the procedure in this section. If, however, your document had been recalled from a diskette, do the steps of the next section instead.

1. **Press SAVE Once.**
   The cursor can be anywhere in the document. OMEGA then beeps and asks at the top of the screen: "SAVING TEXT: Please name this document:".

   If you change your mind about saving the document, you can stop saving at this point by pressing the red key.

2. **Do You Want to Save on the Diskette Drive Whose Index Displayed Last?**
   A diskette index is a list of the documents saved on a diskette (see chapter 6). If you are not sure where the last index displayed from, go to step b. If OMEGA has just been turned on, the last diskette drive is the one with the Master Diskette.

   a. **If Yes, Go to Step 3.**

   b. **If No, Type the Letter of the Drive You Want the Document Saved on.**
      The left diskette drive on the computer unit is drive A; the next one to the right is B. Any others are C, D, etc. Type the letter of the drive that holds the diskette you want to save the document on.

   c. **Follow the Letter of the Drive with a Colon.**
      Type a colon (:) just after the letter of the drive. Example: "B:"

3. **Type a Name for the Document.**
   Use a name that will help you remember what is in the document. You can use up to 35 spaces, but do not use a colon (:) in the name or start the name with an asterisk (*). See figure 5-1.

   Example to last drive used: "Holiday Memo".
   Example to drive B: "B:Welcome to New Customers".

4. **Press RETURN Once.**
   The document is then put on the diskette. Do not remove the diskette or turn OMEGA off until the red light on the diskette drive stays off.

When the document has been saved, OMEGA displays a blank screen so you can type a new document. If you would rather revise a saved document, see chapter 7.

```
SAVING TEXT: Please name this document: B:Baker VIP Offer█
                                        PAGE 1        LINE 5         CHAR 11
·······▸·▾·····▸······▸·····▸·······▸·······▸·····▸····▸H···R·····
          Russell Baker◂
          1465 Valley Drive◂
          Aspen, Colorado 81611◂

          ◂

          ◂
          Dear Mr. Baker,◂

          ◂
          Congratulations!  Because of your excellent history of
          business with our company, we are pleased to offer you the
          opportunity to continue purchasing our fine sportswear
          through our exclusive VIP Account.◂

          ◂
          A HAVERMINE VIP Account offers you the advantage of a 3%
          REBATE ON EVERY PURCHASE you make.  That's right . . . 3% of
          the purchase price of all of HAVERMINE's quality articles is
          automatically subtracted from your monthly statement.◂

          ◂
```

Figure 5-1.   The Document Will Be Saved on Drive "B"

HOW TO SAVE A RECALLED DOCUMENT

If you recalled a document from a diskette, follow the steps in this section to save it.

1. **Press SAVE Once.**
   The cursor can be anywhere in the document. OMEGA then beeps and asks at the top of the screen: "SAVING TEXT ON DISK: Do you want to update the original? [Y or N]". "Y" means "yes"; "N" means "no".

   If you change your mind about saving the document, you can stop saving at this point by pressing the red key.

2. **Type "Y" or "y" to Update the Saved Original.**
   The original version is then erased from the diskette and the new version is put in its place. A blank screen is left so you can type a new document. If you would rather revise a saved document, see chapter 7.

3. Type "N" or "n" to Save the New Version Separately.
This will leave the saved original as it was and save the new version as a separate document. OMEGA then asks: "SAVING TEXT: Please name this document:"

a. Should the New Version Be Saved on the Drive Whose Index Displayed Last?
An index is a list of the documents saved on a diskette (see chapter 6). If you are not sure which drive the last diskette index displayed from, go to step 2) below.

1) If Yes, Go to Step b.

2) If No, Type the Letter of the Drive You Want to Save On.
The left diskette drive on the computer unit is drive A; the next one to the right is B. Any others are C, D, etc. Type the letter of the drive that holds the diskette you want to save the document on.

3) Follow the Letter of the Drive with a Colon.
Type a colon (:) just after the letter of the drive. Example: "B:"

b. Type a Name for the New Version.
Use a name that will help you remember what is in the new version. You can use up to 35 spaces, but do not use a colon (:) in the name or start the name with an asterisk (*). See figure 5-1.

Example to last drive used: "Security Policy Revised".
Example to drive B: "B:Second Offer to New Customers".

c. Press RETURN Once.
The document is then put on the diskette. Do not remove the diskette or turn OMEGA off until the red light on the diskette drive stays off.

When the document has been saved, OMEGA displays a blank screen with a margin scale. You may now type a new document. If you would rather revise a saved document, see chapter 7.

HOW TO DISPLAY A DISKETTE INDEX

OMEGA keeps an index on each diskette that shows information about the diskette and about the documents on the diskette. The diskette index is used in some word processing procedures, such as to recall a saved document.

This chapter tells you what a diskette index shows and how to display it and how to print it.

WHAT A DISKETTE INDEX SHOWS

Figure 6-1 shows a diskette index for an OMEGA diskette. A diskette index shows:

Name of Diskette. The name of a diskette is the name it was given when OMEGA prepared it to have documents saved on it. This procedure is described in chapter 25.

Number of Free Pages. The number of free pages is the approximate number of pages remaining on the diskette that can be used. A page is figured to be about 2000 characters.

Time. This is the current time. OMEGA has a built-in clock that is set when you tell it the time during the start-up procedure.

Document Name. The document name is the name it was given when it was saved on the diskette.

NAME OF THIS DISKETTE ——
PAGES LEFT ON DISKETTE ——
CURRENT TIME ——

```
Index for BFILE1      74 FREE PAGES        TIME: 11:00:27
     DOCUMENT NAME                   AUT   CREATED    REVISED         PAGES
Breakwater Fashions Ad                     06/17/80 06/17/80 02:56P 2
Contract Offer to Backwoodsman Co          07/01/80 09/11/80 02:11P 4
Bankruptcies Form Reply                    08/10/80 10/15/80 10:14  1
B                                          08/10/80 00/00/00 00:00  1
Bankruptcies Mailing List                  08/10/80 10/15/80 10:15  56
Standard Address Label                     08/10/80 08/10/80 01:18P 2
Bankruptcies Selection Document 1          10/15/80 00/00/00 00:00  1
Baker VIP Offer                            10/28/80 00/00/00 00:00  2
```

Figure 6-1. A Sample Diskette Index

Author. This is the name or initials of the author of a document. See chapter 18 to list the author of a document.

Date Created. The date created is the month, day, and year the document was first stored on that diskette.

Date Revised. The date revised is the month, day, year, and time the document was last updated. A "P" after the time means "PM".

Pages. Pages is the number of pages the document has been divided into. To divide a document into pages, see chapter 29.

HOW TO DISPLAY A DISKETTE INDEX

Follow the steps in this section to display a diskette index. You can display an index any time, and then return to the document you were working on.

1. **Do You Want to Display the Index that Displayed Last?**
   If you are not sure which index displayed last, go to step b. If OMEGA has just been turned on, the last diskette drive is the one with the Master Diskette.

   a. **If Yes, Press INDEX and Go to Step 2.**
      The index that last displayed then displays again. If you replaced that diskette with another diskette, the index of the replacement displays instead. Do step 2 next.

   b. **If No, Press COMMAND, Then Press INDEX.**
      The screen above the margin scale then asks "On which drive?"

   c. **Type the Letter of the Drive That Holds the Diskette.**
      The left diskette drive on the computer unit is drive A, the next one to the right is B. Any others are C, D, etc. Type the letter of the drive that holds the diskette whose index you want to see.

   d. **Then Press RETURN Once.**
      The index for the diskette in the drive you specified in step c then displays on the screen.

2. **If You Want to Scroll the Index Down, Press PAGE ↓.**
   If the number of documents listed in the index is longer than the screen, press PAGE ↓ to display the later part of the list.

3. **If You Want to Scroll the Index Back Up, Hold Down CTRL and Press PAGE ↑.**
   While holding down CTRL, press PAGE ↑. The earlier part of the list then displays.

4. **Press RETURN to Return to Your Document.**
   The document that was on the screen before you displayed the index then returns.

HOW TO PRINT A DISKETTE INDEX

Follow the steps in this section to print the index of a diskette. You can print an index any time, and then return to the document you were working on.

1. **Do You Want to Print the Index that Displayed Last?**
   If you are not sure which index displayed last, go to step b.

   a. **If Yes, Press INDEX Once and Go to Step 2.**
   The index that last displayed then displays again. If you replaced that diskette with another diskette, the index of the replacement displays instead. Do step 2 next.

   b. **If No, Press COMMAND, Then Press INDEX.**
   The screen above the margin scale then asks "On which drive?"

   c. **Type the Letter of the Drive That Holds the Diskette.**
   The left diskette drive on the computer unit is drive A, the next one to the right is B. Any others are C, D, etc. Type the letter of the drive that holds the diskette whose index you want to see.

   d. **Then Press RETURN Once.**
   The index for the diskette in the drive you specified in step c then displays on the screen.

2. **Make Any Changes in the Way You Want the Index Printed.**
   See chapter 26 to change the way a document is printed.

3. **Turn on the Printer and Position Paper Where You Want to Begin Printing.**

4. **Press COMMAND; Then Press PRINT.**
   The index then prints.

5. **Press RETURN to Return to Your Document.**
   The document that was on the screen before you displayed the index then returns.

Chapter 7

WORKING WITH SAVED DOCUMENTS: RECALL, PRINT, COPY

How to Recall a Saved Document
How to Print a Saved Document
How to Copy a Saved Document

This chapter describes how to recall a document for editing, how to print a document and how to make a copy of a document on the disk.

HOW TO RECALL A SAVED DOCUMENT

Follow the steps in this section to recall a document from a disk. There are two methods: the first recalls the document while in the index; the second recalls the document while on a clear screen (not available on Omega Level A). Both methods recall the original document for editing. Recalling a document does not erase it from the disk.

FROM THE INDEX:
1. **Press INDEX.**
   This displays the index of the last disk drive used, usually drive B.
   If the document is on a disk that is in a different drive, press COMMAND INDEX. When a prompt says, "On which drive?", type the letter of the disk drive to go to (A,B,C,D, etc.), then press RETURN.

2. **Put the cursor on the name of the document to be recalled.**
   Use the up- and down-arrow keys to place the cursor on the line with the title of the document to be displayed on the screen. (See figure 7-1)

   a. Press PAGE⍗ if there are more documents in the index than can be seen on the screen.
       PAGE⍗ displays the second page of the index, and so on up to the last page of the index.

   b. Press (CTRL) PAGE↑ to return to the beginning of the index.
       While holding down CTRL, press PAGE↑

3. **Press RECALL.**
   That document then displays and can now be edited (changed).

   If there was a document on the screen when INDEX then RECALL was pressed, a prompt says, "Do you want to save the document that was on the screen? [Type Y or N]". This is because only one original document can display on the screen at one time. If this happens do one of the following:

   a. Type N to erase the last document and recall the next document.
       This erases the last document from the screen but not from the disk if previously saved. Then the requested document is recalled.

```
Index for FILEB       66 FREE PAGES   TIME:09:06:01
        DOCUMENT NAME              AUT   CREATED  REVISED   SIZE
    Breakwater Fashions Ad               06/17/80 06/17/80   2
    Bargain Sale Notice                  06/27/80 06/27/80   1
    Contract Offer to Backwoodsman Co    07/01/80 09/11/80   4
    Blankets Ratings Memo                07/14/80 07/14/80   2
    Thank You to Blake's Designers       07/14/80 07/14/80   1
    Big Man Sizes Ad                     08/04/80 08/04/80   2
    Bankruptcies Form Reply              08/07/80 08/19/80   1
    Boy's Fashions Invitation            08/10/80 08/10/80   1
    B                                    08/10/80 10/24/80   3
    Baker VIP Offer                      10/28/80 10/28/80   1
```

Figure 7-1. Recalling, Printing, or Copying a Saved Document

b. Type <u>Y</u> to return to the last document to save it.
   The document that last displayed returns to the screen. Then press
   SAVE (See chapter 5).

If there was a document on the screen before INDEX then RECALL was pressed
which had scrolled onto the disk while displaying it, a prompt says,
"First save the document that was on the screen. Press RETURN to con-
tinue." When this happens press RETURN and SAVE the last document. Then
repeat the steps above to recall the next document.

FROM THE SCREEN (not available on Omega Level A)
1. **While on a clear screen, press COMMAND IR (Index <u>R</u>ecall).**
    A prompt says, "Recall which document:" See figure 7-2.

2. **Type the name of the document to be recalled. Then press RETURN.**
    The name must be typed exactly as it appears in the index. Omega then
    searches through all the disk drives, starting with A, until it finds the
    document. It then displays and is ready for editing.

Notes:
The document names on the disk may be printed for reference. This is done by
pressing COMMAND PRINT while displaying the index.

If the name was typed incorrectly or the document is not on any of the disks
in the drives, a prompt says, "Document not found. Press RETURN to continue."

> Recall which document? Baker VIP Offer▐
>
> PAGE 1 LINE 1 CHAR 2
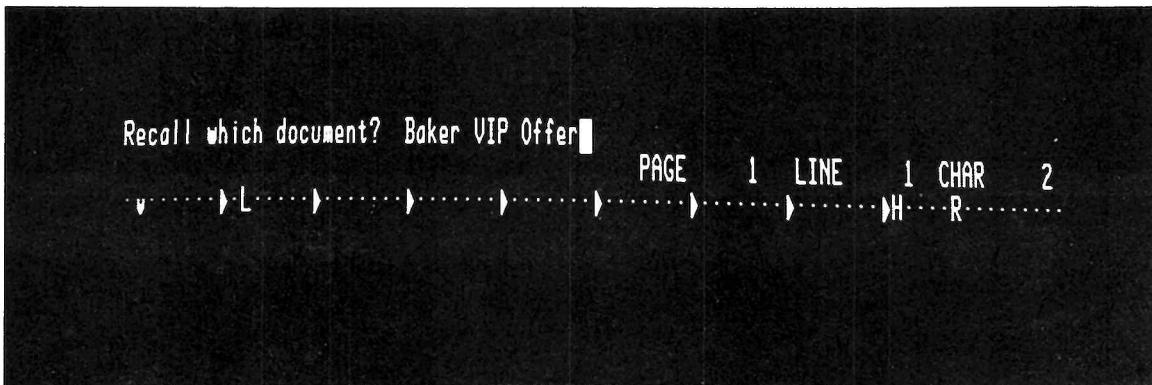
Figure 7-2. Recalling a Document From the Screen

HOW TO PRINT A SAVED DOCUMENT

Follow the steps in this section to print a document in the index. There are two methods described here: the first is used while in the index; the second is used while on the screen (not available on Omega Level A). Both methods feature background printing, i.e. the word processor can be used for typing and editing while a document is printing. Printing a document in the disk index does not erase the document from the disk, nor does it erase a document displaying on the screen.

FROM THE INDEX:

1. **Press INDEX.**
   This displays the index of the last disk drive used, usually drive B.
   If the document is on a disk that is in a different drive, press COMMAND INDEX. When a prompt says, "On which drive?", type the letter of the disk drive to go to (A,B,C,D, etc.) then press RETURN.

2. **Put the cursor on the name of the document to be printed.**
   Use the up- and down-arrow keys to put the cursor on the line with the title of the document to be printed. See figure 7-1.

   a. Press PAGE⍗ if there are more documents in the index than can be seen on the screen.
      PAGE⍗ displays the second page of the index, and so on up to the last page of the index.

   b. Press (CTRL) PAGE↑ to return to the beginning of the index.
      While holding down CTRL, press PAGE↑.

3. **Make any changes in the way the document is to be printed:**
   See chapter 26 to change the way the document is printed.

   a. Press STATUS to display and make changes in the Printer Status

   b. Press RETURN to return to the index.

4. **Press PRINT.**

5. **Press RETURN to return to the screen.**
   If there was a document on the screen when the above steps were performed it will display now.

Note: Omega remembers to print up to 4 documents in succession, so steps 2-4 may be repeated up to four times.

FROM THE SCREEN (not available on Omega Level A):
1. **Make any changes in the way the document is to be printed:**
   See chapter 26 to change the way the document is printed. This does not affect the document that may be on the screen.

   a. Press STATUS three times to display and make changes in the Printer Status.

   b. Press RETURN to return to the screen.

2. **While on the screen, press COMMAND IP (Index Print).**
   A prompt says, "Print which document:". See figure 7-3. This does not affect the document that may be displaying on the screen.

3. **Type the name of the document to be printed. Then press RETURN.**
   The name must be typed exactly as it appears in the index. Omega then searches through the disk drives, starting with A, until the document is found. It then starts printing the document, and normal editing may continue.

Notes:
Omega remembers to print up to 4 documents in succession, so steps 1-3 may be repeated up to four times.

The document names on the disk may be printed for reference. This is done by pressing COMMAND PRINT while displaying the index.

If the name was typed incorrectly or the document is not on any of the disks in the drives, a prompt says, "Document not found. Press RETURN to continue."
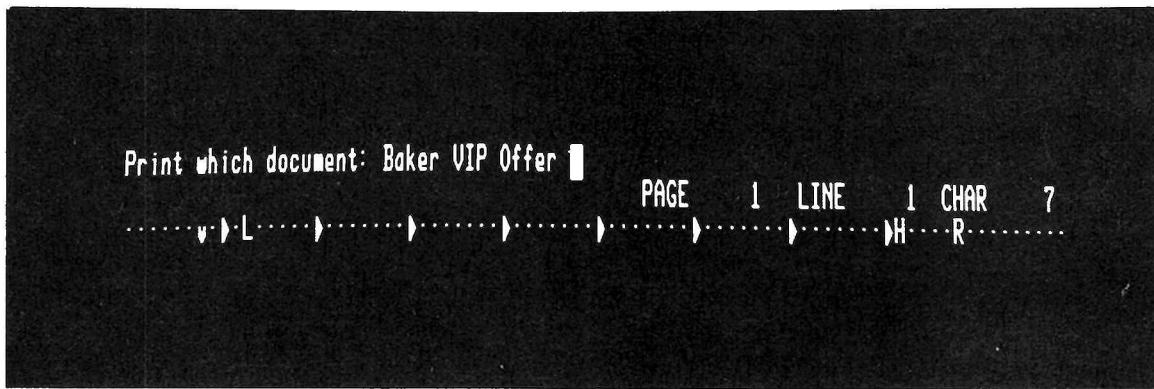
Figure 7-3. Printing a Document in the Index While on the Screen

HOW TO COPY A SAVED DOCUMENT

Follow the steps in this section to make an additional copy of a saved document. This procedure will not erase a document currently being worked on. The Omega Master Disk must remain in its drive during this process.

1. **Press INDEX.**
    This displays the index of the last disk drive used, usually drive B. If the document is on a disk that is in a different drive, press COMMAND INDEX. When a prompt says, "On which drive?", type the letter of the disk drive to go to (A,B,C,D, etc.) then press RETURN.

2. **Put the cursor on the name of the document to be copied.**
    Use the up- and down-arrow keys to place the cursor on the line with the title of the document to be copied. See figure 7-1.

    a. Press PAGE↓ if there are more documents in the index than can be seen on the screen.
        PAGE↓ displays the second page of the index, and so on up to the last page of the index.

    b. Press (CTRL) PAGE↑ to return to the beginning of the index.
        While holding down CTRL, press PAGE↑.

3. **Press (CTRL) COPY.**
    While holding down CTRL, press COPY. A prompt asks "SAVING TEXT: Please name this document:"

4. **Determine which disk the copy is to be saved on. Then do one of the following steps:**

    a. **Press RETURN.**
        This saves the copy on the opposite disk drive with the same name as the original document.

    b. **Type a new name. Then press RETURN.**
        This saves the copy on the same disk with a different name. Type the same or a different name as the original. You can use up to 35 spaces, but do not start the name with an asterisk (*).

    c. **Type the letter of the drive with the disk to save the copy on, followed by a colon (:). Then type the name for the copy and press RETURN.**
        This saves the copy on the disk specified. For example, A:Memo to Ms. Dole, stores "Memo to Ms. Dole" on drive A.

5. **Press RETURN to return to the screen.**
    If there was a document on the screen it displays again.

Note: See section, "How to Copy More than One Document from a Disk" in chapter 25 to quickly copy more than one document.

HOW TO DELETE A DOCUMENT

How to Delete the Document on the Screen
How to Delete a Saved Document

This chapter tells how to delete a document that is displayed on the screen or saved on a disk.

HOW TO DELETE THE DOCUMENT ON THE SCREEN

Follow the steps in this section to delete a document displayed on the screen. This clears the temporary memory[1] of the word processor and allows you to type a new document. It does not delete a document from a disk (permanent memory).

1. **Press (CTRL) CLEAR.**
    While holding down CTRL, press CLEAR. A prompt says, "Are you sure? [Y or N]."

2. **Type Y (for Yes) or N (for No):**

    a. Type <u>Y</u> to clear out the document display.
        The document is cleared from the screen and a blank screen displays so you can type a new document.

    b. Type <u>N</u> to not clear out the document display.
        The document then remains as it was.

HOW TO DELETE A SAVED DOCUMENT

Follow the steps in this section to delete a document that is saved on a disk. There are two ways of doing this: the first deletes the document while in the index; the second deletes the document while on the screen (not available on Omega Level A). Both methods permanently remove the document from the disk.

FROM THE INDEX:
1. **Press INDEX.**
    This displays the index of the last disk drive used, usually drive B.
    If the document to delete is on a disk that is in a different drive, press COMMAND INDEX. When a prompt says, "On which drive?", type the letter of the drive to go to (A,B,C,D, etc.), then press RETURN.

----

[1]Temporary memory is the available space for typing or scrolling through text before it must be saved on the disk. See chapter 16.

2. **Put the cursor on the name of the document to be deleted.**
   Use the up- and down-arrow keys to place the cursor on the line with the title of the document to be deleted. (See figure 7-1).

   a. Press PAGE↓ if there are more documents in the index than can be seen on the screen.
       PAGE↓ displays the second page of the index, and so on up to the last page of the index.

   b. Press (CTRL) PAGE↑ to return to the first page of the index.
       While holding down CTRL, press PAGE↑.

3. **Press (CTRL) DELETE.**
   While holding down CTRL, press DELETE. A prompt says: "Are you sure? [Y or N]".

4. **Type Y (for Yes) or N (for No):**

   a. Type "Y" to permanently delete the document from the disk.
       The document is then deleted and its name removed from the index.

   b. Type "N" to not delete the document from the disk.
       The index then displays as it was.

5. **Press RETURN to return to the screen.**
   If there was a document on the screen it displays again.

```
Index for BFILE1     74 FREE PAGES
     DOCUMENT NAME              AUT  CREATED   REVISED        PAGES
Breakwater Fashions Ad              06/17/80 06/17/80 02:56P  2
Contract Offer to Backwoodsman Co   07/01/80 09/11/80 02:11P  4
Bankruptcies Form Reply             08/10/80 10/15/80 10:14   1
B                                   08/10/80 00/00/00 00:00   1
Bankruptcies Mailing List           08/10/80 10/15/80 10:15   56
Standard Address Label              08/10/80 08/10/80 01:18P  2
Bankruptcies Selection Document 1   10/15/80 00/00/00 00:00   1
Baker VIP Offer                     10/28/80 00/00/00 00:00   2
```

Figure 8-1. Deleting a Saved Document While In the Index

FROM THE SCREEN (not available on Omega Level A):
1. **While on the screen, press COMMAND ID (Index Delete).**
A prompt says, "Delete which document:". See figure 8-2. This process does not affect the document that is displaying on the screen.

2. **Type the name of the document to be deleted. Then press RETURN.**
The name must be typed exactly as it appears in the index. A prompt says, "Are you sure? [Y or N]".

3. Type Y (for Yes) or N (for No):

    a. Type "Y" to permanently delete the document from the disk.
        Omega then searches through the disk drives, starting with A, until the document name is found. The document is then deleted and its name removed from the index.

    b. Type "N" to not delete the document from the disk.
        The screen then returns to normal editing mode.
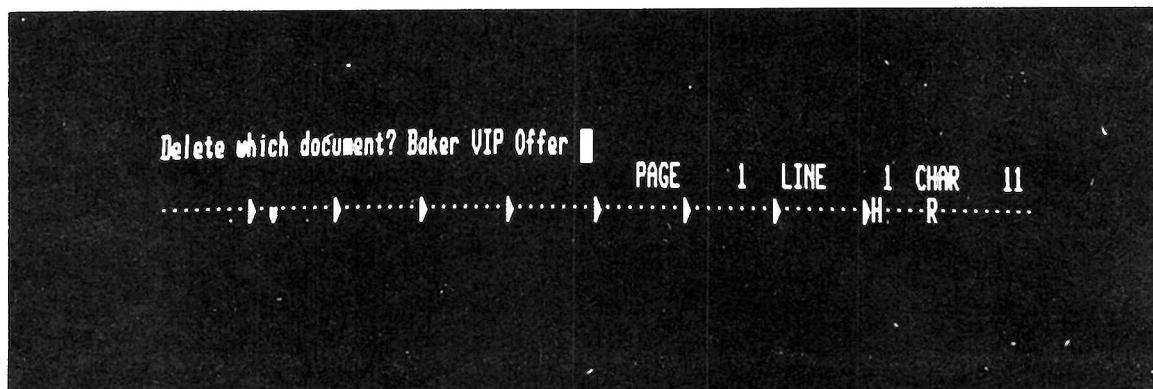
Figure 8-2. Deleting a Saved Document While On the Screen

Chapter 9

HOW TO MOVE THE CURSOR FASTER

This chapter tells you how to move the cursor over text more rapidly than by using only the cursor arrow keys. Figure 9-1 shows the keys referred to in this chapter.

MOVE THE CURSOR WITH THE HOME AND ARROW KEYS

The HOME key can be used with the arrow keys to move the cursor rapidly to the end of a line, to the margins of the document, and up and down a screen length at a time.
Table 9-1 summarizes this section.

Move to the Left Margin

Press HOME, then press the **left arrow** key.

Move to the End of the Line the Cursor Is on

Press HOME, then press the **right arrow** key.

Move to the Right Margin

Press **HOME twice.** then press the **right arrow** key.
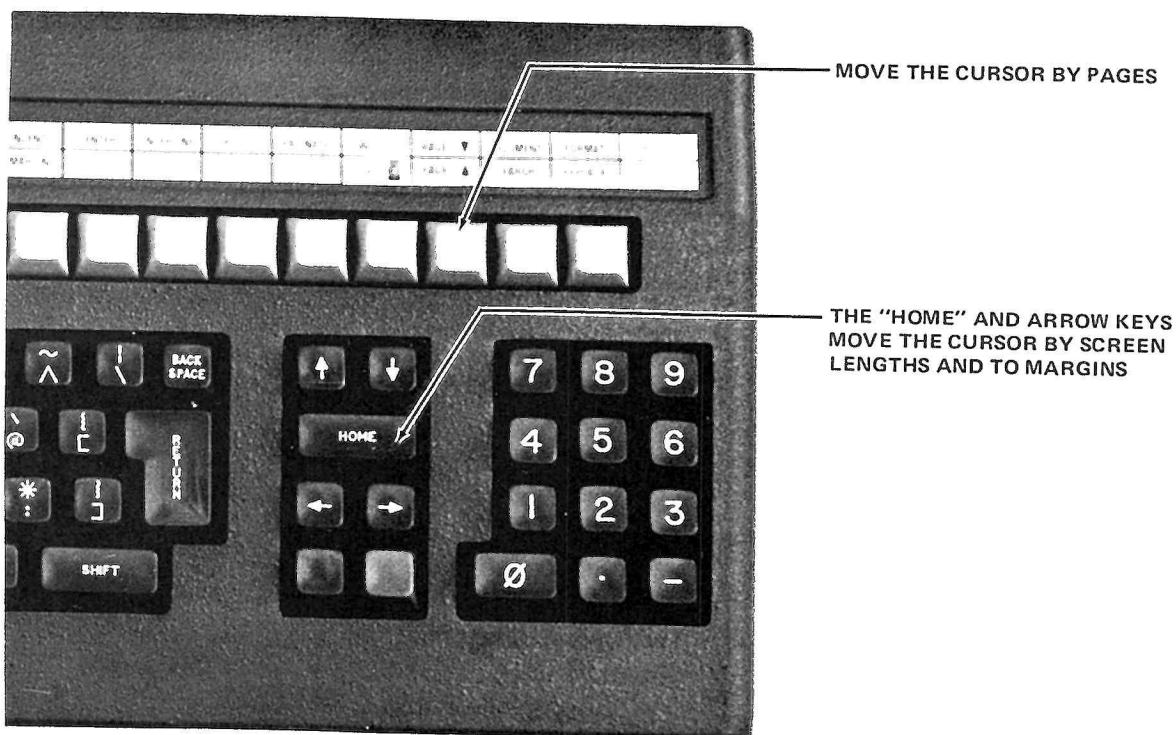
Figure 9-1. Cursor Motion Keys

Table 9-1

Cursor Motion	Key Strokes
To the left margin	HOME, left arrow
To the end of the line	HOME, right arrow
To the right margin	HOME, HOME, right arrow
Up one screen length	HOME, up arrow
Up to the beginning of the document	HOME, HOME, up arrow
Down one screen length	HOME, down arrow
Down to the end of the document	HOME, HOME, down arrow
To the left edge of the screen	HOME, HOME, left arrow

Move to the Beginning of the Document

Press **HOME** **twice**, then press the **up arrow** key. The cursor then moves to the first line of the first page. To stop the cursor before it goes to the beginning of the document, press the red key.

Move to the End of the Document

Press **HOME** **twice**, then press the **down arrow** key. To stop the cursor before it goes to the end of the document, press the red key. If the document is longer than three pages, see chapter 16.

Move Down One Screen Length (17 Lines)

Press **HOME**, then press the **down arrow**. The cursor moves down 17 lines and the text scrolls up.

Move Up One Screen Length (17 Lines)

Press **HOME**, then press the **up arrow**. The cursor moves up 17 lines and the text scrolls down.

Move to the Left of the Screen

Press **HOME** **twice**, then press the **left arrow** key.

MOVE THE CURSOR BY PAGES

The PAGE special function key allows you to move the cursor by pages. If your document is longer than three pages, see chapter 16.

MOVE THE CURSOR A PAGE AT A TIME

The PAGE key can move the cursor and scroll text up and down a page at a time.

Move Down One Page at a Time

Press **PAGE ↓**. The beginning of the next page moves up to the top of the screen. If pages have not been set, the cursor moves to the end of the document. See chapter 29 to set pages.

Move Up One Page at a Time

While holding down CTRL, press **PAGE ↑**. The beginning of the page moves down to the top of the screen. If no pages have been set, the cursor moves to the beginning of the document. See chapter 29 to set pages.

MOVE THE CURSOR TO A CERTAIN PAGE

Follow these steps to move the cursor to display a certain page. Before this procedure can be used, page lines must have been set in the document. To set page lines, see chapter 29.

1. **Press COMMAND, Then Press PAGE ↓.**
   A message at the top of the screen then asks "What page number would you like to go to?"

2. **Type the Number of the Page You Want to Display.**
   The number of the page should be the page number that would display at the top of the screen when the cursor is in that page.

3. **Press RETURN Once.**
   The cursor then moves to the beginning of the page you specified.

Chapter 10

HOW TO DELETE TEXT AND REPLACE TEXT

This chapter describes how to rapidly delete text, how to insert and delete space, and how to replace text instead of inserting it and erasing it.

HOW TO RAPIDLY DELETE TEXT

This section tells you faster ways to delete text than by using only the BACK SPACE or RUB OUT key. If the words "TRACE MODE" display at the top of the screen when you delete, read chapter 13 to find out what trace mode is.

Erase the Word to the Right
Press **DEL WORD.** The word to the right of the cursor erases. If the cursor is in a word, the letter under the cursor and the rest of the word erase.

Erase the Line to the Right
Press **DEL LINE.** The line to the right of the cursor erases and the line below moves up to where the cursor is.

HOW TO DELETE SPACE IN A DOCUMENT

This section tells you how to quickly delete space in a document. If the words "TRACE MODE" display at the top of the screen when you delete space, read chapter 13 to find out what trace mode is.

HOW TO DELETE AN EMPTY LINE

An "empty" line is a line with no text on it. The best way to delete an empty line depends on where you want to place the cursor and where you want the cursor to be afterwards.

Place the Cursor Just After the Text on the Line Above
Press **DEL LINE** with the cursor just after the text on the line above the empty line you want to delete. The cursor remains in that location.

Place the Cursor at the Left Margin on the Empty Line
Press **DEL CHAR** as many times as needed, with the cursor on the empty line at the left margin. The cursor remains in that location.

Place the Cursor Anywhere on the Empty Line

Press **BACK SPACE** (or **RUB OUT**) as many times as needed, with the cursor anywhere on the empty line you want to delete. The cursor moves up to the line-end triangle on the line above.

HOW TO DELETE SPACE AT THE LEFT MARGIN

There are two ways to delete space between the left margin and the first character on a line:

Place the Cursor at the Left Margin on the Line

Press **DEL CHAR** as many times as needed, with the cursor at the left margin of the line.

Place the Cursor on the First Character on the Line

Press **BACK SPACE** (or **RUB OUT**) as many times as needed, with the cursor on the first character on the line.

HOW TO DELETE SPACE WITHIN TEXT

There are two ways to delete space within text:

Place the Cursor at the Beginning of the Space

Press **DEL CHAR** as many times as needed, with the cursor on the first space you want to delete.

Place the Cursor on the First Character After the Space

Press **BACK SPACE** (or **RUB OUT**) as many times as needed, with the cursor on the first character after the space you want to delete.

HOW TO DELETE SPACE BEFORE A LINE-END TRIANGLE

Space before a line-end triangle does not affect the printing of a document. However, if you want to delete that space, use one of these methods:

Place the Cursor Where You Want the Line-End Triangle to Be

Press **DEL CHAR**, with the cursor on the position where you want the line-end triangle.

Place the Cursor on the Line-End Triangle

Press **BACK SPACE** (or **RUB OUT**) as many times as needed, with the cursor on the line-end triangle.

HOW TO REPLACE TEXT WITH REPLACE MODE

A different way to edit text than the method of inserting it is to replace characters and spaces instead of inserting them. With this method, the cursor turns into an underline, and a character you type replaces the character or space the cursor is on.

This method generally works best only when the text you are replacing takes up the same amount of space as the text you are editing, such as when you are editing columns.

1. **Press COMMAND, Then Type "RM" (for "Replace Mode").**
   OMEGA is then in replace mode. Any character you type replaces the character the cursor is on.

2. **Move the Cursor to the First Character to be Replaced.**
   Use the arrow, TAB, or RETURN keys to put the cursor on top of the first character you want to replace. The TAB and RETURN keys will not add space.

3. **Type the Character That Should Be in That Position.**

4. **Replace Text as Needed.**
   Continue to replace the text that should be changed. When you want to leave replace mode, do the next step.

5. **To Return to Normal, Press COMMAND, Then Type "IM" (for "Insert Mode").**
   This returns you to insert mode, which is the normal word processing mode.

HOW TO INSERT SPACE IN A DOCUMENT

This section tells you how to quickly add space in a document.

HOW TO ADD AN EMPTY LINE

An "empty" line is a line with no text typed on it. There are two ways to add an empty line to a document:

Place the Cursor Just After Any Text on the Line Above.
Press **RETURN** with the cursor just after the text on the line above where you want an empty line. The cursor then moves to the left margin of the empty line.

Place the Cursor at the Left Margin Where the Space Should Be.
Press **RETURN** with the cursor at the left margin where you want to add an empty line. The cursor moves down with the line it is on, while an empty line is added above it.

HOW TO ADD SPACE BEFORE TEXT AT THE LEFT MARGIN

Follow this method to add space between the left margin and the first character on a line:

Place the Cursor On or Before the First Character on the Line.

Press **the space bar** as many times as needed, with the cursor on or before the first character on the line.

HOW TO ADD "HARD" SPACE WITHIN TEXT

There are two kinds of space that can be added within text: normal space, and hard space.

Normal space is the space inserted by the space bar. Hard space is space that will not separate from the character or hard space next to it when OMEGA reformats. You would type hard space where you want OMEGA to leave space the way you type it, such as at a right margin.

A hard space displays on the screen as a dot in the middle of a space. Figure 10-1 shows a document with hard spaces.

Follow these steps to type hard space:

1. **Place the Cursor Where the Hard Space Should Be.**

2. **While Holding Down CTRL, Press "(·)" Once for Each Space.**
   A dot displays in the middle of each hard space.
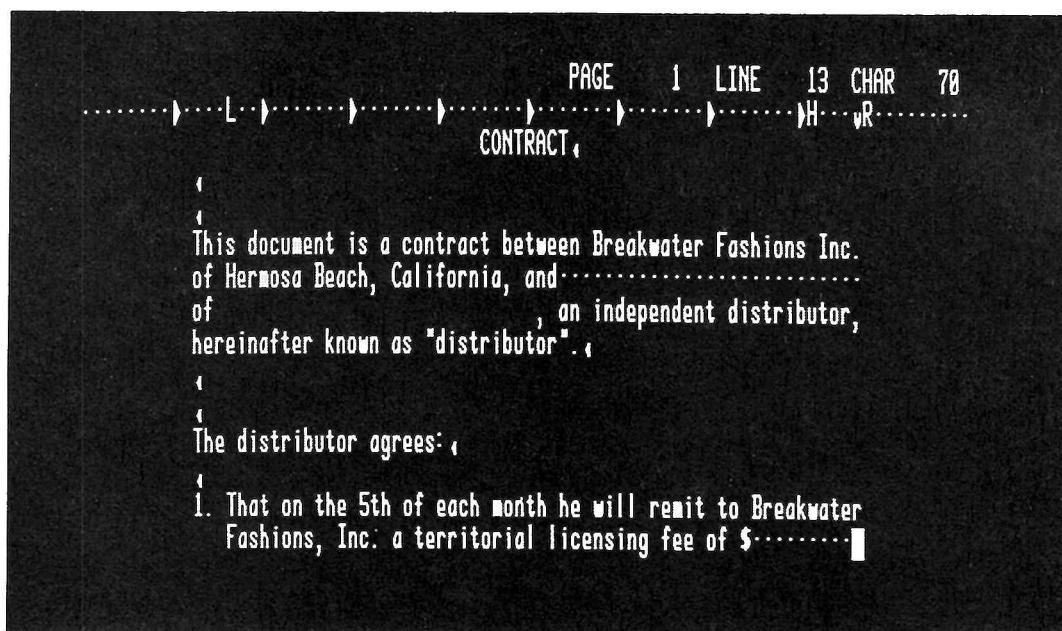
Figure 10-1. Hard Space Displays as Dots

Chapter 11

HOW TO REFORMAT TEXT

One of OMEGA's best features is its ability to properly arrange text within the margins of a document. When OMEGA sets or restores text within margins, it "reformats" the text. Figure 11-1 shows what text looks like before and after it is reformatted.

This chapter describes how to reformat text.

HOW TO REFORMAT A PARAGRAPH

Follow these steps to reformat a paragraph.

1. Put the Cursor in the Paragraph to be Reformatted.

2. Press FORMAT Once.
The paragraph then reformats. See step 3 if OMEGA beeps.

3. If OMEGA Beeps, You Need to End a Line or Hyphenate a Word.
If OMEGA beeps and asks you to hyphenate, you need to hyphenate the word the cursor is on, or end the line with the word before the hot zone.

4. To End the Line with the Word Before the Hot Zone, Press RETURN Once.
The word the cursor is on then begins the next line and the paragraph then reformats down to the end of the paragraph, or down to another word that needs to be hyphenated.

5. To Hyphenate, Follow These Steps:

a. Place the Cursor on the Character After a Proper Hyphen Position.
For example, to hyphenate "lefthand," place the cursor on the "h".

b. Press the Hyphen or the Minus Sign.
The line then ends with the hyphen and the paragraph reformats down to another word that needs to be hyphenated, or down to the end of the paragraph.

If you later change the paragraph so the word does not need to be hyphenated, reformatting will not display the hyphen. The hyphen will, however, reappear if another change requires it later.

This kind of hyphen is called a "soft hyphen." To insert a soft hyphen before you reformat, or to delete a soft hyphen, see the last section of this chapter.

6. To Reformat the Next Paragraph, Repeat These Steps.

HOW TO REFORMAT A DOCUMENT

Follow the steps in this section to reformat all the text down to the end of the document.

1. **Place the Cursor Where You Want to Begin Reformatting.**
   Place the cursor at the beginning of the text you want to reformat. If you want to reformat the whole document, place the cursor at the beginning of the document.

2. **Press FORMAT, Then Press DOCUMENT.**
   The remainder of the document then reformats. See step 3 if OMEGA beeps.

3. **If OMEGA Beeps, You Need to End a Line or Hyphenate a Word.**
   If OMEGA beeps and asks you to hyphenate, you need to hyphenate the word the cursor is on, or end the line with the word before the hot zone.

4. **To End the Line with the Word Before the Hot Zone, Press RETURN Once.**
   The word the cursor is on then begins the next line and the text reformats down to another word that needs to be hyphenated, or down to the end of the document.

5. **To Hyphenate, Follow These Steps:**

   a. **Place the Cursor on the Character <u>After</u> a Proper Hyphen Position.**
      For example, to hyphenate "lefthand," place the cursor on the "h".

   b. **Press the Hyphen or the Minus Sign.**
      The line then ends with the hyphen and the text reformats down to the end of the document, or down to another word that should be hyphenated.

      If you later change the text so the word does not need to be hyphenated, reformatting will not display the hyphen. The hyphen will, however, reappear if another change requires it later.

      This kind of hyphen is called a "soft hyphen." To insert a soft hyphen before you reformat, or to delete a soft hyphen, see the next section of this chapter.

6. **To Stop Reformatting Before the End of the Document, Press the Red Key.**
   Reformatting then stops.

········▸·L·······▸·······▸·······▸·····▾▸·········▸·······▸·····▸H··R······

Russell Baker‹
1465 Valley Drive‹
Aspen, Colorado 81611‹

‹

‹
Dear Mr. Baker,‹

‹
Congratulations! Because of your excellent history of
business with our company, we are pleased to offer you the
opportunity to continue purchasing our fine sportswear
through our exclusive VIP Account.‹

‹
A HAVERMINE VIP Account offers you the advantage of a 3%
REBATE ON EVERY PURCHASE you █
                                    make. That's right . . . 3% of the
purchase price of all of HAVERMINE's quality articles is
automatically subtracted

Before Reformatting

········▸·L·······▸·······▸·······▸·····▾·········▸·······▸·····▸H··R······

Russell Baker‹
1465 Valley Drive‹
Aspen, Colorado 81611‹

‹

‹
Dear Mr. Baker,‹

‹
Congratulations! Because of your excellent history of
business with our company, we are pleased to offer you the
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‹
A HAVERMINE VIP Account offers you the advantage of a 3%
REBATE ON EVERY PURCHASE you make. That's right . . . 3% of
the purchase price of all of HAVERMINE's quality articles is
automatically subtracted█

After Reformatting

Figure 11-1.   Text Before and After Reformatting

HOW TO INSERT AND DELETE SOFT HYPHENS

A soft hyphen is the hyphen you type if you hyphenate a word when you reformat. It is called a "soft" hyphen because the hyphen will appear only when reformatting places the hyphen at the end of a line. It will not appear if reformatting places it elsewhere.

This section tells you how to put a soft hyphen in text before you reformat the text, and how to delete a soft hyphen.

HOW TO INSERT A SOFT HYPHEN BEFORE REFORMATTING

These steps tell you how to insert a soft hyphen in a word before you reformat the text.

1. **Put the Cursor on the Character After Where You Want the Soft Hyphen.**
   Place the cursor on the character to the right of where you want the soft hyphen. For example, to insert a soft hyphen in "lefthand," place the cursor on the "h".

2. **While Holding Down CTRL, Press (-) Once.**
   This inserts the soft hyphen in the word. It will appear if reformatting divides the word at the end of a line, and it will appear in trace mode. Trace mode is explained in chapter 13.

HOW TO DELETE A SOFT HYPHEN

These steps tell you how to delete a soft hyphen so that a word will not be hyphenated at that point when you reformat. Another way to delete a soft hyphen is explained in chapter 13.

1. **Place the Cursor on a Soft Hyphen You Want To Delete.**
   This method requires that the soft hyphen be displayed at the end of a line. To delete a soft hyphen that is not displayed, see chapter 13.

2. **Press DEL CHAR Three Times.**
   The hyphen then erases and the word is reconnected.

3. **Press FORMAT Once.**
   The paragraph then reformats. If OMEGA asks you to hyphenate that word, hyphenate it in a different place, or press RETURN.

Chapter 12

HOW TO CHANGE MARGINS AND INDENT TEXT

How to Change a Margin
How to Indent a Section of Text

This chapter describes how to change the margins of a document, and how to indent a section of text from the margins. Another method is described in chapter 19. If the document is to be proportionally spaced, see Chapter 65 before setting the margins or indenting text.

HOW TO CHANGE A MARGIN

With Omega, margins can be changed before or after typing the document. They may also be made wider for just a portion of a document. Any of these can be done using the steps in this section. To make the margins narrower for a portion of a document see the next section, "How to Indent a Section of Text".

1. **Put the cursor on the line where the new margin should start.**
    To change a margin for the whole document, move the cursor to the first line of the document. If the margins should be changed again before the end of the document, repeat these steps for that change also.

2. **Move the cursor to the new margin position.**
    The right margin can be set up to 255 spaces from the left of the screen. To place the cursor left of the left margin, press HOME twice, then press the left arrow.

3. **Press (CTRL) MARGIN.**
    While holding down CTRL, press MARGIN. The word "MARGIN" then displays above the margin scale.

4. **Press L to set the left margin or R to set the right margin.**
    Lower case l or r is also acceptable. This puts a margin format marker (explained chapter 13) in the document at that point. The margin scale shows what the margin settings are at the cursor position.

5. **Type the text, or reformat existing text.**
    If the margins have been changed for text that has already been typed, reformat the text within the new margin settings: Move the cursor to the first paragraph, then press FORMAT or FORMAT DOCUMENT (see chapter 11).

Notes:
If the text does not align to the new margins correctly, check the position of the margin format marker(s) in trace mode (see chapter 13).

To delete a margin change and return to the original margin settings, follow these same steps to change it back again, or delete the margin format marker(s) while in trace mode (see chapter 13).

```
                                    PAGE    1 LINE    1 CHAR   17
········▶·L····ꜜ·······▶·······▶·······▶·······▶···ꝏH···R·········
        Russel█ Baker◄
        1465 Valley Drive◄
        Aspen, Colorado 81611◄
        ◄
        ◄
        Dear Mr. Baker,◄
        ◄
        Congratulations!  Because of your excellent history of
        business with our company, we are pleased to offer you the
        opportunity to continue purchasing our fine sportswear
        through our exclusive VIP Account.◄
                  ◄
        A HAVERMINE VIP Account offers you the advantage of a 3%
        REBATE ON EVERY PURCHASE you make.  That's right . . . 3% of
        the purchase price of all of HAVERMINE's quality articles is
        automatically subtracted from your monthly statement.◄
        ◄
```

Margins Changed

```
                                    PAGE    1 LINE   12 CHAR   17
········▶·····ꜜ·······▶·······▶·······▶·······▶···ꝏH···R·········
            Russell Baker◄
            1465 Valley Drive◄
            Aspen, Colorado 81611◄
            ◄
            ◄
            Dear Mr. Baker,◄
            ◄
            Congratulations!  Because of your excellent history of
            business with our company, we are pleased to offer you
            the opportunity to continue purchasing our fine
            sportswear through our exclusive VIP Account.◄
        █
        A HAVERMINE VIP Account offers you the advantage of a 3%
        REBATE ON EVERY PURCHASE you make.  That's right . . . 3% of
        the purchase price of all of HAVERMINE's quality articles is
        automatically subtracted from your monthly statement.◄
        ◄
```

Two Paragraphs Reformatted

Figure 12-1. Changing Margins

HOW TO INDENT A SECTION OF TEXT

To keep from frequently resetting margins in a document, indent a section of text that should have different margins. Text can be indented from the left margin, from the right margin, or centered between both margins. This can be done before or after typing the text. If the document is to be printed proportionally spaced, see Chapter 65 before indenting.

BEGIN THE INDENT:
1. **Put the cursor on the line where the indent should start.**
    If setting a right indent, put the cursor on the line above.

2. **Move the cursor to where the indent should be.**
    For a centered indent, move the cursor to the left indent position.

3. **Press INDENT.**
    The word "INDENT" then displays above the margin scale.

4. **To set the indent, press L, R, or CENTER:**
    This places an indent format marker (explained chapter 13) in the document at that point. The margin scale will show where the temporary margins (indents) are set at the cursor position.

    a. To indent from the left margin, press L or l.
        A left indent is then set for the text here and below.

    b. To indent from the right margin, press R or r.
        A right indent is then set for the text here and below.

    c. For a centered indent, press CENTER.
        A centered indent is then set for the text here and below an equal distance from both the left and right margins.

5. **Type the indented text, or reformat existing text (See figure 12-2).**
    If the indents have been changed for text that has already been typed, reformat the text within the indent settings: Move the cursor to each indented paragraph, then press FORMAT (see chapter 11).

END THE INDENT:
Use these steps to finish indenting text and return to the normal margins.

1. **Place the cursor at the end of the indented text.**

2. **Press INDENT BACK SPACE.**
    This places a "no indent" format marker (explained in chapter 13) in the document at that point.

Notes:
If the text does not align to the indent settings correctly, check the position of the indent format marker(s) in trace mode (see chapter 13).

To delete an indent, the indent format marker(s) is deleted while in trace mode (see chapter 13).

PAGE 1 LINE 12 CHAR 17

Russell Baker,
1465 Valley Drive,
Aspen, Colorado 81611,

Dear Mr. Baker,,

Congratulations! Because of your excellent history of
business with our company, we are pleased to offer you the
opportunity to continue purchasing our fine sportswear
through our exclusive VIP Account.,

A HAVERMINE VIP Account offers you the advantage of a 3%
REBATE ON EVERY PURCHASE you make. That's right . . . 3% of
the purchase price of all of HAVERMINE's quality articles is
automatically subtracted from your monthly statement.,

Left Indent is Set

PAGE 1 LINE 18 CHAR 17

1465 Valley Drive,
Aspen, Colorado 81611,

Dear Mr. Baker,,

Congratulations! Because of your excellent history of
business with our company, we are pleased to offer you the
opportunity to continue purchasing our fine sportswear
through our exclusive VIP Account.,

A HAVERMINE VIP Account offers you the advantage of a
3% REBATE ON EVERY PURCHASE you make. That's right .
. . 3% of the purchase price of all of HAVERMINE's
quality articles is automatically subtracted from your
monthly statement.,

Paragraph Reformatted

Figure 12-2. Indenting Text

Chapter 13

HOW TO USE TRACE MODE

Whenever OMEGA does not seem to be working properly, the first thing you should do is check trace mode. This chapter tells you why and how.

WHAT TRACE MODE IS

Trace mode is a way OMEGA can operate (though you should not normally type in trace mode). When OMEGA operates in trace mode, the screen shows the symbols, or markers, that certain typing and format (text arrangement) instructions leave hidden in the text.

For example, when you indent text, a marker is put in the text which directs OMEGA to indent from that point down. The marker will only be seen in trace mode. Figure 13-1 compares how a document looks in trace mode to how it looks in normal mode.

Trace mode should be used only to check or delete a marker; it should not be used for typing. Typing and cursor motion slows down in trace mode.

When you delete text that has a trace mode marker, OMEGA automatically enters trace mode so you can decide if you want to erase the marker. Table 13-1 lists the different kinds of trace mode markers and what they command.

Table 13-1. List of Trace Mode Markers

Marker	Name	Instruction to OMEGA
⊞	Center marker	Center the characters following on the line.
ß	Form space marker	Begin or end the space in a form.
-	Soft hyphen	Insert a hyphen if this hyphen is at the end of a line.
▮	Format marker	Begin a certain format (see the next section).

WHAT A FORMAT MARKER IS

A special kind of trace mode marker is the "format marker," which looks like the cursor with a hole in the center (▮).

A format marker instructs OMEGA to begin a certain format, starting from where it is in the document. That format stays in effect until the end of the document--or until another format marker changes that format instruction.

To find out what a format marker instructs, place the cursor on it. OMEGA will then display above the margin scale what that format marker instructs.

Figure 13-2 shows what a document looks like when the cursor is on a format marker.
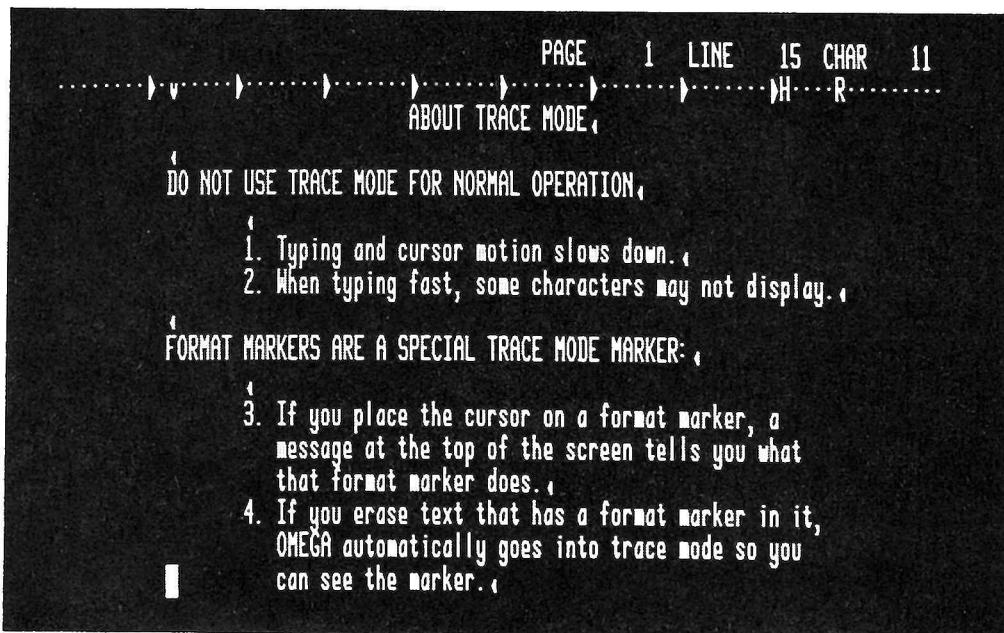
In Normal Mode
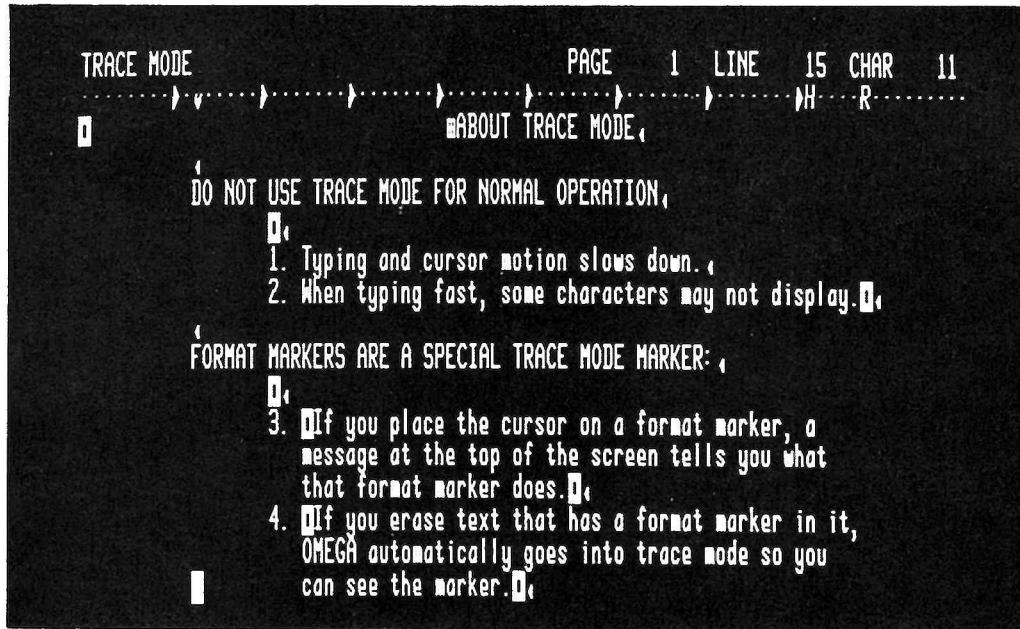
In Trace Mode

Figure 13-1. A Document In and Out of Trace Mode
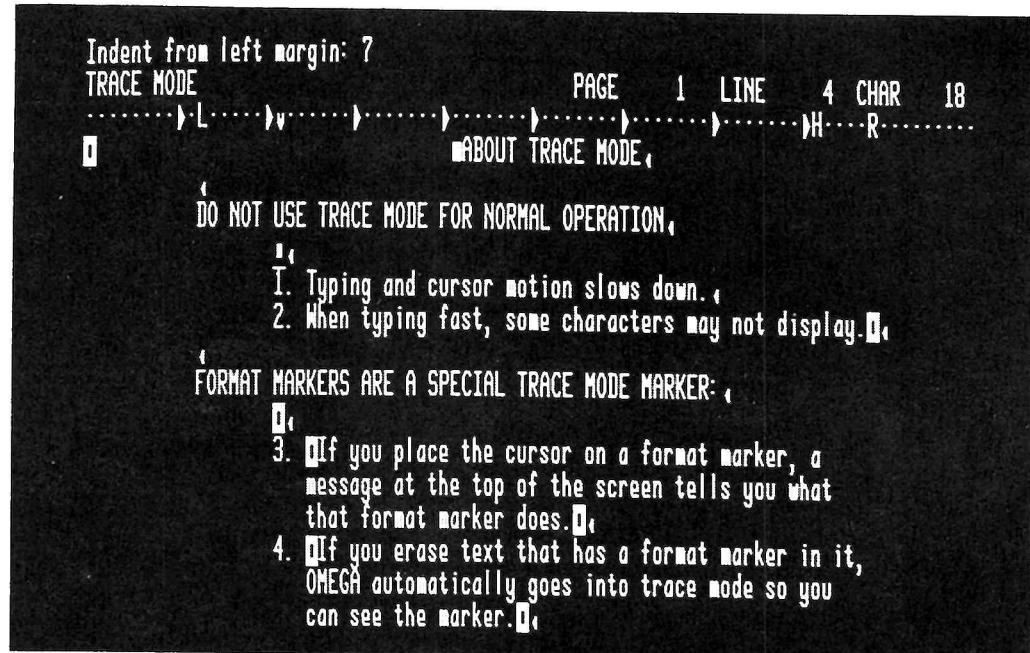
Figure 13-2. The Cursor Is on the Format Marker Above the "1"

HOW TO USE TRACE MODE

Use trace mode only to check or delete the markers that are displayed in trace mode.

Do not use trace mode for typing. When OMEGA is in trace mode, the cursor slows down too much to type: if you type too fast, some characters will not be entered.

Follow these steps to check or delete the trace mode markers in a document.

1. **While Holding Down CTRL, Press TRACE.**
   The document then displays in trace mode.

2. **To Check a Format Marker (█), Place the Cursor on It.**
   To find out what the format instruction of a format marker is, place the cursor on it. Its instruction then displays above the margin scale. See figure 13-2.

3. **To Move to the Next Format Marker, Hold Down CTRL and Press FIND █ .**
   This allows you to quickly check format markers.

4. **To Erase a Marker, Use the Delete Text Procedure.**
   For example, place the cursor on the marker and press DEL CHAR.

5. **To Leave Trace Mode, Hold Down CTRL, Then Press TRACE Again.**
   You can also use FORMAT to leave trace mode.

Chapter 14

HOW TO CENTER TEXT ON A LINE

This chapter tells how to quickly center the text on a line, and how to take away the centering of the text on a line.

HOW TO CENTER TEXT ON A LINE

Follow the steps in this section to rapidly center text on a line. Center-ing places a hidden marker in the document that is shown only in trace mode (explained in chapter 13). To take away the centering, see the next section. You can center as you type, or after you type.

HOW TO CENTER AS YOU TYPE: The Typing Method

Follow these steps to type text that is centered between the margins. To center text you have already typed, see the next part of this section.

1. **Place the Cursor Anywhere on a Line That You Want to Center Text On.**
   The line must be empty. If you want to center text that has already been typed, see the next part of this section.

2. **Press CENTER.**
   The cursor then moves to the center of the line.

3. **Type What You Want Centered.**
   The characters center as you type. See figure 14-1.

4. **Press RETURN at the End of the Line.**

HOW TO CENTER AFTER YOU TYPE: The Editing Method

Follow these steps to center a word or a line that has already been typed.

1. **At the Left Margin, Type The Text You Want Centered on the Line.**

2. **Place the Cursor Anywhere on the Line You Want Centered.**

3. **Press CENTER.**
   The text then centers and the cursor moves to the end of the line. See figure 14-1.
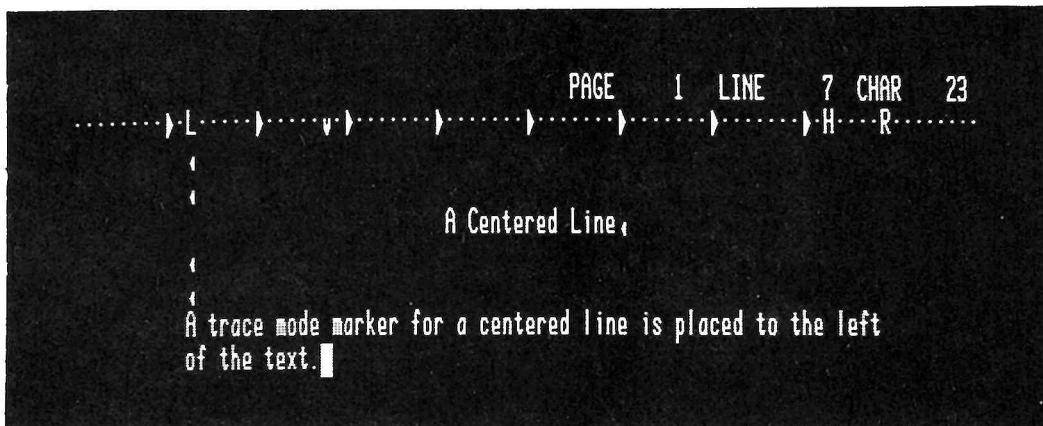
In Normal Mode
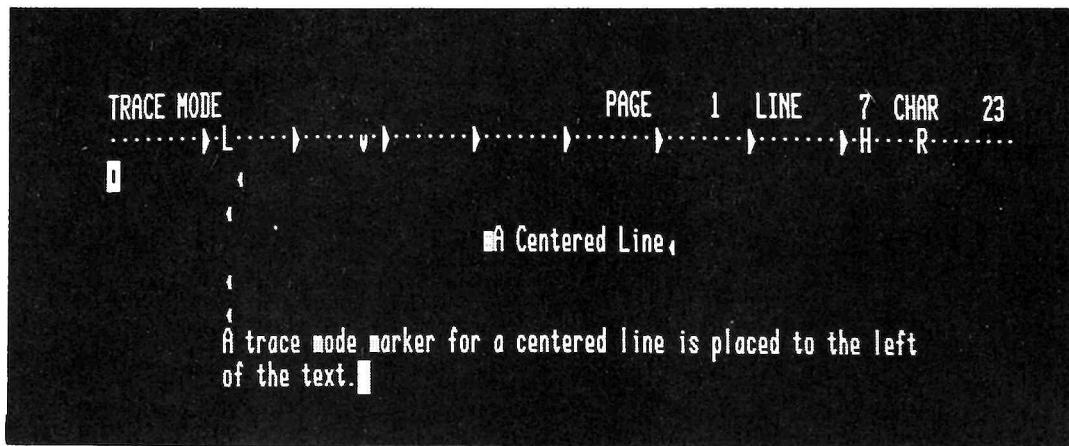
In Trace Mode

Figure 14-1. A Centered Line

HOW TO TAKE AWAY THE CENTERING OF A LINE

Follow these steps to take away the centering of a line.

1. **Place the Cursor Anywhere on the Centered Line.**

2. **Press CENTER; Then Press the Red Key.**
   The line then moves to the left margin.

Chapter 15

USING THE TAB KEY
AND TYPING COLUMNS

Using the Tab Key to Type
Clearing and Setting Tab Stops
Tab Stop Varieties
Tab Standard Format
Removing the Display of Tab Markers
Typing Columns
Changing Columns
Column Functions

The TAB key on Omega is similar to the TAB key on a typewriter, with some extra advantages and differences. Tab stops may be cleared and set at any place in a document. Any type of tab may be set so that the tabbed text aligns with any character you choose -- such as decimal points or equal signs.

When typing columns aligned on tabs, the space between each column may be adjusted by changing the tab stop positions. Also, individual columns may be moved, deleted, cleared of text, or new ones inserted into the column group.

This chapter describes how to use the TAB key, how to clear and set tab stops, and the different tab stops that can be used. The typing, editing and manipulation of columns is also described.

USING THE TAB KEY TO TYPE

Like a typewriter, the tab key can be used to indent the first line of paragraphs or to type columns. However, it is not used to move the cursor over typed text. This section describes the use of the tab key when typing new text.

1. **Press TAB to move to the next tab stop.**
    The cursor moves to the next tab stop and a tab marker (right-pointing triangle) displays on the space before the tab stop. Tab stops are displayed along the margin scale at the top of the screen; regular tab stops display as right-pointing triangles and other types of tab stops display as the character they represent.

2. **Type text after the tab marker (right-pointing triangle).**
    For the text to line up on the tab stop, the tab marker must be just left of the text. Note that the tab marker displays on the screen, but is not printed.

Note: To delete a tab marker, put the cursor on the tab marker and press DEL CHAR. Press FORMAT to re-align the text.

CLEARING AND SETTING TAB STOPS

Tab stops are cleared and set with a tab ruler. Tabs may be changed anywhere in a document; Omega remembers what kind of tabs are set at any given location. This section tells how to display and use the tab ruler to set and clear tab stops.

1. **Put the cursor at least one line above where the new tab stops will be used.**

2. **Press COMMAND TAB.**
   The tab ruler displays (see figure 15-1). This looks like the margin scale, but without the margin settings, and is used for clearing and setting tab stops. Use the arrow keys to move the cursor.

3. **Clear the tab stops on the tab ruler:**
   The tab ruler must be displaying to clear and set tab stops. The arrow keys are used to move the cursor.

   a. **Put the cursor on the tab stop to clear and press TAB.**
      This clears the tab stop the cursor was on. A "clear tab" format marker appears in trace mode for each tab stop cleared. Repeat for all tab stops to be cleared, using the arrow keys to move the cursor.

   b. **Press (CTRL) DELETE.**
      This clears all the tab stops. On Omega Level B a single "clear all tabs" format marker appears in trace mode. On Omega Level A a "clear tab" format marker appears for each tab stop removed.

4. **Put the cursor where a tab stop is to be set and press TAB.**
   The cursor may be above or below the tab ruler when TAB is pressed. This sets a regular tab stop on the tab ruler and displays as a right-pointing triangle. A format marker appears in trace mode for every tab set. Repeat for all tab stops to be set.

   To set a different type of tab stop see section, "Tab Stop Selections."

   If the document is to be proportionally spaced see "Typing Columns During Proportionally Spacing" in Chapter 65, before setting tab stops.

5. **Press the RED key when finished setting and clearing tab stops.**
   This removes the tab ruler and returns the screen to normal editing mode. The new tab stops are effective after this line. The tab stops may be changed again at any other point in the document.
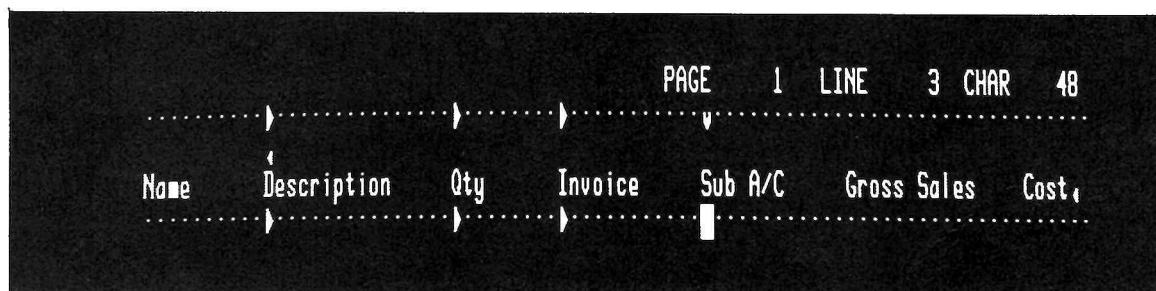
Figure 15-1. Tab Ruler for Clearing and Setting Tab Stops

TAB STOP VARIETIES

This section shows the varieties of tab stops that may be used in place of regular tabs. When using a different tab stop, tabbed text lines up on the character tab stop -- such as on the decimal point or equal sign. A "right-flush" tab can be set to align text on the right most character; a "center tab" can be set to align text centered on the column. See figure 15-2.

To use other tab stops, follow the steps in the previous section for clearing and setting tab stops. Then, use any of the selections below in place of the TAB key to set a different type of tab stop.

Press:

INDENT   Sets a right flush tab stop. Displays as a vertical line on the margin scale and tab ruler. Text aligned on a right flush tab puts the right-most character flush with the tab stop.

CENTER   Sets a center tab stop. Displays as a center format marker on the margin scale and tab ruler. Text aligned on a center tab will be centered at the tab stop.

.   (period) Sets a decimal tab stop. Displays as a period on the margin scale and tab ruler. The decimal point in the tabbed text will line up at the decimal tab stop.

any character
         Any of the characters on the keyboard may be used for a tab stop. The tab character in the tabbed text will align with the tab stop.

Figure 15-2.
Columns aligned on a decimal tab, center tab and right flush tab.

CHANGING THE TAB STANDARD FORMAT

The tab stops that display on the margin scale when Omega is turned on is called the "Tab Standard Format". To change the tab standard format to the most commonly used tab positions, follow the steps in this section (not available on Omega Level A). These steps also set the standard format for the Document and Printer Status Menus (see chapter 17).

1. **Set the tab stops that are to be the tab standard format.**
   Use the instructions in the section, "How to Clear and Set Tab Stops".

2. **Press STATUS to check the settings in the document and printer status:**
   The Document and Printer Status settings will also become the standard format. Check each status menu to see that all the settings are what you want to be the standard format. (see "How to Change the Standard Document Status Settings" in chapter 17.)

   a. Continue to press STATUS to get to each menu. Press RETURN to fix each new setting.

   b. Press RETURN to return to the document.

3. **Put the cursor one line below where the tab stops were set.**
   The tab standard format will reflect the current tab stop settings.

4. **Press COMMAND S F (Standard Format).**
   A message says, "Current STATUS will now be STANDARD FORMAT. Press RETURN to continue." If you decide <u>not</u> to make these settings the standard format, press the RED Key.

5. **Press RETURN.**
   The status and tab settings are then set as the standard format. Then press RETURN to return to normal editing mode. The new tab standard format will not be in effect until the system is turned off, then on again.

REMOVING THE DISPLAY OF TAB MARKERS

It is sometimes desireable to see what text looks like without tab markers. The tab marker display can be turned off this way:

1. **Press COMMAND V T (View Tabs).**
   This removes the display of the tab markers from the screen. They can still be seen in trace mode. Note that this does not remove the display of the tab stops along the margin scale.

2. **To bring back the display of the tab markers, press COMMAND V T again.**

TYPING COLUMNS

This section describes how to set up and type columns with the tab key. After typing the columns use the section, "Editing Columns" to revise column text. To move, delete, clear or insert columns see the section, "Column Functions".

1. **Set the tab stops for the columns.**
   Use the instructions in the section, "How to Clear and Set Tab Stops".

2. **Put the cursor on the first line for the columns.**

3. **Press TAB.**
   This displays a tab marker (right-pointing triangle) at the first available tab stop on the line. The cursor moves to the right of it.

4. **Type the column entry.**
   The entry appears to the right of the tab marker. See figure 15-3.

5. **Press TAB to go to the next column; then type its entry.**
   The last column entry aligns to its tab stop after TAB is pressed.

6. **Continue to the last column on the line, then press RETURN.**
   The last column entry aligns to its tab stop after RETURN is pressed.

7. **Repeat steps 3-6 until the columns are completed.**

Notes:
If the columns do not line up correctly, put the cursor on each column line and press FORMAT.

If the columns still do not line up correctly check the following:
·There may be more tab markers on a line than tab stops. Delete any extra tab markers.
·A tab marker may have been deleted. If so, press TAB to insert another one.
·There may not be enough space for the entries to fit between tab stops. See the next paragraph.

To adjust the space between columns, re-set the tab stops. For each column to be adjusted, clear its original tab stop and re-set it at the desired position (see "Clearing and Setting Tab Stops"). Then press FORMAT to align each line of columns to the new tab positions.

Figure 15-3. Typing Columns

EDITING COLUMNS

Changing column data is best done in "replace mode". In replace mode the TAB key and RETURN key do not move the text, but move over it as on a typewriter. Each character typed replaces the original character the cursor is on. The operator can then TAB to each column entry and type the new entry over the original without deleting characters or reformatting the text.

1. **Press COMMAND R M (Replace Mode).**
   The cursor displays as an underline. Each character typed replaces the character the cursor is on. Text following is not moved.

2. **Put the cursor where new text is to be typed.**
   Use the TAB, RETURN and arrow keys to move the cursor over text. In replace mode the TAB and RETURN keys do not insert tab markers or spaces.

3. **Type the text.**
   Every character typed (including spaces) will replace the original character the cursor is on. Be careful not to type over any tab markers as this will delete them; they are necessary if the text is to line up correctly.

4. **Repeat steps 2 and 3 until all the changes are completed.**

5. **Press COMMAND I M (Insert Mode).**
   This returns the document to insert mode, which is the normal editing mode for Omega. The cursor displays as a white block.

COLUMN FUNCTIONS

Tabbed columns may be manipulated using the "Column Functions". New columns may be inserted between existing columns, old column entries cleared, a column and the space it uses deleted, a column moved to another location in the column group, or they may be exchanged. Follow the steps in this section to do any of these. Do not use this section to adjust the spacing between columns. To do this, see the notes at the end of section, "Typing Columns".

1. **Press COMMAND C F (Column Functions).**
   A prompt says, "Put the cursor on the top row of the columns and press RETURN." See figure 15-4.

2. **Put the cursor on the first line of columns to be worked with; then press RETURN.**
   A message says, "Now put the cursor on the bottom row and press RETURN."

3. **Put the cursor on the last line of columns to be worked with; then press RETURN.**
   This enters Column Functions mode (see figure 15-5). The left margin and the tab stops on the margin scale are identified by letters, starting with "A". A message says, "DELETE (D), CLEAR (C), INSERT (I), EXCHANGE (X) or MOVE (M) a column?". Note that normal editing is not possible while in Column Functions mode.

4. **Type the letter of the function to be performed:**

D   Delete. A prompt says, "DELETE which column? [type its letter]." The column specified will be erased. The tab markers and space taken up by the column is also removed. All columns to the right move left one column.

C   Clear. A prompt says, "CLEAR which column? [type its letter]". The contents of the column specified will clear. The tab markers and space taken up by the column remain in place.

I   Insert. A prompt says, "INSERT the column where? [type its letter]". An empty column of tab markers is inserted at the place specified. All the columns to the right of the new column are moved one column right.

X   Exchange. A prompt says, "EXCHANGE which columns? [#.#]". The two columns specified (separate each column letter with a period) will exchange positions.

M   Move. A prompt says, "MOVE column letter to letter [#.#]". The column specified moves to the location specified and other columns move to replace it. Example: To move column D to column A, type D.A

After responding to a prompt, the column function is performed. Then the column functions display returns.

5. **To stop manipulating columns, press the RED key.**
This removes the column functions display and returns the screen to normal editing mode.

Notes:
When using column functions to insert new columns, additional tab stops may be necessary to accommodate the new columns and the movement of other columns.

To enter text in the newly inserted columns or cleared columns, see the previous section, "Editing Columns".

```
Put the cursor on the top row of the columns and press RETURN.
                              PAGE    1  LINE    2 CHAR    1
  ˅ ⋯⋯⋯⋯⋯⟩⋯⋯⋯⋯⋯⟩⋯⋯⋯⋯⟩⋯⋯⋯⋯⟩⋯⋯⋯⋯
  ▪
  ▐STATE          ⟩CAPITAL    ⟩ENTERED UNION  ⟩EXTENT IN MILES ⟩LAND AREA▪
  ▪
  Connecticut    ⟩Hartford   ⟩9 Jan 1788   ⟩90L x 75W     ⟩ 4,862▪
  Delaware       ⟩Dover      ⟩7 Dec 1787   ⟩110L x 35W    ⟩ 1,982▪
  Georgia        ⟩Atlanta    ⟩2 Jan 1788   ⟩315L x 250W   ⟩58,873▪
  Maryland       ⟩Annapolis  ⟩28 Apr 1788  ⟩200L x 120W   ⟩ 9,891▪
  Massachusetts  ⟩Boston     ⟩6 Feb 1788   ⟩190L x 110W   ⟩ 7,826▪
  New Hampshire  ⟩Concord    ⟩21 Jun 1788  ⟩185L x 90W    ⟩ 9,027▪
  New Jersey     ⟩Trenton    ⟩18 Dec 1787  ⟩160L x 70W    ⟩ 7,521▪
  New York       ⟩Albany     ⟩26 Jul 1788  ⟩320L x 310W   ⟩47,831▪
  North Carolina ⟩Raleigh    ⟩21 Nov 1789  ⟩520L x 200W   ⟩48,798▪
```

Figure 15-4.
After Pressing COMMAND CF the Cursor is Moved to the Beginning of the Columns

```
DELETE (D), CLEAR (C), INSERT (I), EXCHANGE (X), or MOVE (M) a column?
                                    PAGE    1   LINE    2 CHAR    1
v············· B ·········· C ············· D ············· E ··········
▸
 STATE       ▸CAPITAL     ▸ENTERED UNION  ▸EXTENT IN MILES ▸LAND AREA▸
▸
Connecticut  ▸Hartford    ▸9 Jan 1788     ▸90L x 75W       ▸ 4,862▸
Delaware     ▸Dover       ▸7 Dec 1787     ▸110L x 35W      ▸ 1,982▸
Georgia      ▸Atlanta     ▸2 Jan 1788     ▸315L x 250W     ▸58,073▸
Maryland     ▸Annapolis   ▸28 Apr 1788    ▸200L x 120W     ▸ 9,891▸
Massachusetts▸Boston      ▸6 Feb 1788     ▸190L x 110W     ▸ 7,826▸
New Hampshire▸Concord     ▸21 Jun 1788    ▸185L x 90W      ▸ 9,027▸
New Jersey   ▸Trenton     ▸18 Dec 1787    ▸160L x 70W      ▸ 7,521▸
New York     ▸Albany      ▸26 Jul 1788    ▸320L x 310W     ▸47,831▸
North Carolina▸Raleigh    ▸21 Nov 1789    ▸520L x 200W     ▸48,798▸
▸
```

Figure 15-5.   Column Functions Display.

Chapter 16

ABOUT LONG DOCUMENTS

Why Long Documents Are Special
How To Type A New Long Document
How To Revise A Saved Long Document
How To Divide A Long Document Into Smaller Documents

Omega treats documents that are longer than one or two pages differently in some ways than shorter documents. This chapter tells why, and what to expect and do with long documents.

WHY LONG DOCUMENTS ARE SPECIAL

• A document shown on the screen is also held in Omega's temporary memory. When using Omega Level A, the temporary memory can hold and scroll about one page of text. When using Omega Level B, the temporary memory can hold and scroll about two pages of text.

• When a <u>new</u> document becomes longer than the temporary memory can hold, Omega asks you to name the document so it can save the first part of the document in permanent memory on the disk.

• When a <u>recalled</u> document becomes longer than the temporary memory can hold, Omega asks if you want to update the saved document so it can either save the first part of the document over the old document or save it separately.

• After responding to one of the prompts to name the document or choose to update the original, Omega automatically scrolls the text to and from the disk as more text is typed or you move through the document. The document must be saved at the end of the editing session before performing any other Omega functions.

HOW TO TYPE A NEW LONG DOCUMENT

Follow these steps when typing a new document of more than one or two pages. See the next section to revise a long document that has been saved.

1. **Type until a prompt says: "SAVING TEXT: Please Name This Document".**
   This means the temporary memory is full and that the first part of the document must be saved on a disk.

2. **Type a name for the document.**
   Up to 35 spaces may be used. Do not use a colon (:) in the name, or start the name with an asterisk (*). The document will be saved on the disk whose index displayed last unless the letter of the disk drive to save on then a colon are typed before the document name. Example: **B:Acme Contract** will store the document as **Acme Contract** on the disk in drive B.

3. **Press RETURN.**
    What has been typed so far is then stored on the disk. Then a prompt says, "Press up-arrow to see text saved."

4. **Continue typing, but do not remove the disk the document is saved on.**
    The document will automatically scroll onto and from the disk as you type or arrow through the document.

5. **When finished typing the document, press SAVE.**
    Omega then saves the document on the disk and displays a clear screen so another document can be typed.

HOW TO REVISE A SAVED LONG DOCUMENT

Use these steps when revising a long document that has been saved on a disk, or when scrolling through a document that is longer than temporary memory.

1. **Put the cursor on the document name in the index and press RECALL.**
    If using Omega Level B, the document may be recalled while on the screen using COMMAND IR (see chapter 7).

2. **Revise or scroll through the document until a prompt says: "SAVING TEXT ON DISK: Do you want to update the original? [Type Y or N]".**
    This happens when Omega has reached the limits of its temporary memory and must put the text back on the disk, before more text can be looked at or written.

3. **Type Y (for Yes) or N (for No):**

    a. Type Y to update the original document with the changes just made.
        The edited version is then saved over the original version. Do this also if you are just looking at the document.

    b. Type N to save the changes as a new document, without changing the original document.
        A new, edited version of the document is then saved with the changes just made, leaving the original document unchanged. A prompt then says: "SAVING TEXT: Please name this document".

        1) Type a name for the document. Then press RETURN.
            Up to 35 spaces may be used. Do not use a colon (:) in the name, or start the name with an asterisk (*). The document will be saved on the disk whose index displayed last unless the letter of the disk drive to save on then a colon are typed before the document name. Example: **B:Acme Contract** will store the document as **Acme Contract** on the disk in drive B.

4. **Continue editing, but do not remove the disk the document is saved on.**
    The document will automatically scroll to and from the disk as you type or as you arrow through the document.

5. **When finished revising the document, press SAVE.**
    Omega then saves the document on the disk and displays an empty screen so you another document can be typed.

HOW TO DIVIDE A LONG DOCUMENT INTO SMALLER DOCUMENTS

A long document is sometimes easier to work with if it is divided into smaller documents. Using these steps, a document may be split into two or more smaller documents for speedier and easier access.

1. **Put the cursor on the document to be divided in the index and press RECALL.**
   If using Omega Level B, the document may be recalled while on the screen using COMMAND IR (see chapter 7).

2. **When the document displays, put the cursor at the division location.**

3. **Press COMMAND /.**
   A prompt says: "SAVING TEXT: Please name this document:
   Split Function: New document is the text to the left of the cursor."
   All the text to the left and above the cursor will become the new document with the new document name on the last disk used. All the text to the right and below the cursor will stay as the original document with the original document name.

4. **If the cursor was not positioned at the right place or you decide not to split the document, press the RED key.**

5. **Type a name for the document. Then press RETURN.**
   Up to 35 spaces may be used. Do not use a colon (:) in the name, or start the name with an asterisk (*). The document will be saved on the disk whose index displayed last unless the letter of the disk drive to save on then a colon are typed before the document name. Example: **B:Acme Contract** will store the document as **Acme Contract** on the disk in drive B.

Note: A document may be split into two or more parts by repeating the steps above.

INTRODUCTION TO THE DOCUMENT STATUS

How to Display and Change a Document Status
What a Document Status Shows
About the Document Status Format Marker on Line 1
How to Change the Document Status Standard Format

There are two menus on Omega that go with every document typed. These are called the "Document Status" menus and contain selections which effect the style (format) of a document. Every document has its own Document Status, so changes made in the Document Status remain with the document.

This chapter describes the Document Status selections, how to display and change their settings, and how to change their standard format. At the end of the chapter is a table listing the Document Status selections and guidelines for changing the settings.

HOW TO DISPLAY AND CHANGE A DOCUMENT STATUS

Follow these steps to display the Document Status. The settings may be changed while the Document Status displays. The next section of this chapter tells what each line means and where to look to change them.

1. **Display the document whose Document Status is to be looked at.**
   A new document can also be displayed and has a Document Status with selections set in standard format.

2. **Press STATUS to display Document Status Menu One. Press STATUS again to display Document Status Menu Two.**
   The Document Status menus and the printer status menu (see chapter 26) rotate every time STATUS is pressed. The Document Status reflects the current format of the document at the cursor position where STATUS was pressed. This is because the format of the document can change throughout the document according to what the format markers instruct.

3. **To change one of the settings, put the cursor on the selection to change.**
   The cursor can be anywhere on the line.

4. **Type the new setting. Then press RETURN to set it.**
   The old setting does not have to be erased first; it automatically erases when the new setting is typed. Use the backspace key to correct mistakes.

5. **Repeat steps 3 and 4 for any other changes in the selection settings.**

6. **Press RETURN to return to document on the screen.**

Note: Sometimes while trying to change a setting, a prompt says: "Go to the document's line 1 to change this. Press RETURN to continue." If this happens, press RETURN, go to LINE 1 of the document, then go back to the Document Status and make the change. See the selection: "About the Document Status Format Marker on Line 1".

WHAT A DOCUMENT STATUS SHOWS

This section describes what a Document Status shows. At the end of each description is the chapter to refer to for more information. Figure 17-1 shows Document Status Menu One and Two.

DOCUMENT STATUS MENU ONE:

Document name This is the name the document was given when it was SAVEd on a disk. See chapter 18.

Author name This shows the initials of the author of the document. Up to three letters may be entered here. See chapter 18.

Right justify [Y or N]
This determines whether text will align at the right margin (Y), or be ragged at the right margin (N). See chapter 20.

Left margin This shows the position of the left margin. See chapter 19.

Right margin This shows the position of the right margin. See chapter 19.

Indent from left margin
The cursor was on a line in the document when STATUS was pressed. The number of spaces this line is indented from the left margin is the setting for this selection. See chapter 19.

Indent from the right margin
The cursor was on a line in the document when STATUS was pressed. The number of spaces this line is indented from the right margin is the setting for this selection. See chapter 19.

Hot zone (Hyphen Zone)
This shows the width of the hot (hyphenation) zone. See chapter 18.

Page zone size During pagination, this is the smallest number of lines Omega allows in the division of a paragraph at the beginning or end of a page. See chapter 29.

Line spacing [1, 1.5, 2, etc.]
The cursor was on a line in the document when STATUS was pressed. The spacing the printer will leave between the lines after it, is the number shown here. See chapter 28.

Insert or Replace Mode [I or R]
A document or part of a document can be set in replace mode, so that typing will replace a character the cursor is on, instead of inserting a character. See chapter 18.

Max. lines on the first page
This shows the total number of lines allowed for the first page of a document. See chapter 29.

Max. lines on following pages
This shows the total number of lines allowed for each page after the first page of a document. See chapter 29.

Hazy search and replace
This tells whether Omega will search for and replace text that has different capital and small letters and text that is hyphenated (Y), or whether it requires an exact match (N). See chapter 21.

Search for Omega can search for every occurrence of a word or words in the document as specified here. See chapter 21.

Replace with Omega can replace the word(s) searched for in the previous selection with the word(s) specified here. See chapter 21.

```
DOCUMENT STATUS MENU ONE   ▌
Document name:.....................Breakwater Fashions Ad
Author name:......................
Right justify [Y/N]:..............N
Left margin:......................11
Right margin:.....................71
Indent from left margin:..........0
Indent from right margin:.........0
Hot zone:.........................5
Page zone size:...................3
Line spacing [1,1.5,2, etc.]:.....1.0
Insert or Replace Mode [I or R]:..I
Max. lines on the first page:.....55
Max. lines on following pages:....55
Hazy search and replace:..........Y
Search for:.......................
Replace with:.....................
```
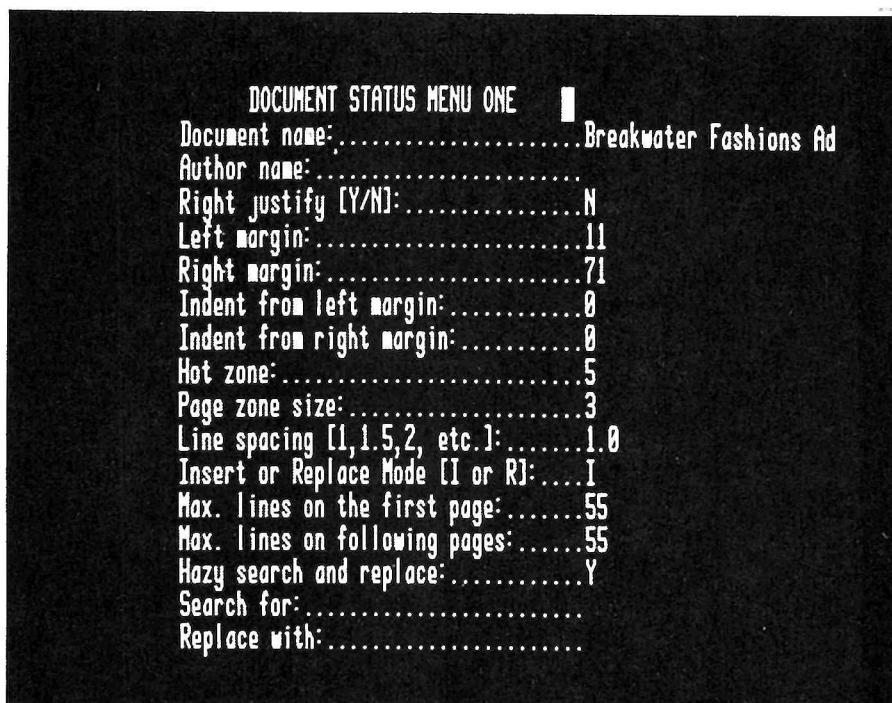
Press STATUS Once to See Document Status Menu One

```
DOCUMENT STATUS MENU TWO
Page numbers [T,B or N]:...........N
# of lines from text for page #:...3
Col. for page # [#,C,L,R,A]:.......C
Print form [Y/N]:..................Y
Character spacing [10,12,15,PS]:...10
Lines per inch [6 or 8]:...........6
Continuous footnote numbers [Y/N]:.N
Footnotes at end of document [Y/N]:.N
Paper length, lines:..............66
Shadow or Multihit bold? [S/M]:....M
Multihit bold - # of hits:.........4
Overstrike character:..............-
Print wheel:.......................
```
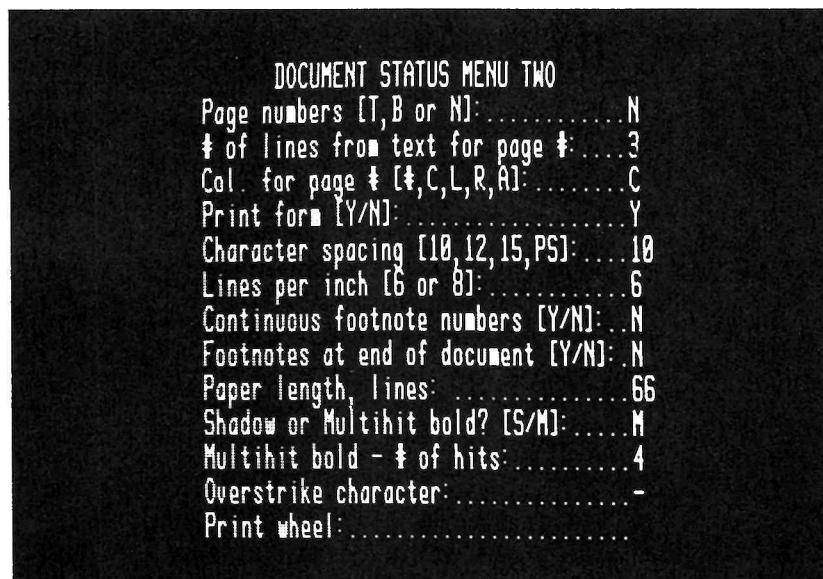
Press STATUS Twice to See Document Status Menu Two

Figure 17-1. A Document Status

DOCUMENT STATUS MENU TWO:

Page numbers [T, B, or N]
This shows whether page numbers will be printed at the Top or Bottom of the page, or None printed at all. See chapter 30.

# of lines from text for page #
This shows how many lines page numbers will be printed from the top or bottom margin. See chapter 30.

Col. for page # (#,C,L,R,A)
This shows the column where the page number will be printed. Page numbers can be printed at a specific character position, or at the Left margin, the Right margin, Alternately at the left and right margin, or in the Center. See chapter 30.

Print form [Y or N]
This tells whether or not a form will be printed along with the information filled in on it. See chapter 45.

Character spacing [10, 12, 15, PS]
10,12,15 show how many characters the printer will type per inch, called pitch (see chapter 28). PS refers to proportional spacing and changes the effect of the margin and indent settings (see chapter 65). PS is not available on Omega Level A.

Lines Per Inch [6 or 8]
This shows the number of lines the printer will print per inch of paper. See chapter 28.

Continuous footnote numbers [Y/N]
This tells whether footnote numbers will begin with "1" on each page (Y), or the numbering continued to the end of the document (N). See chapter 32.

Footnotes at end of document [Y/N]
This tells whether footnotes will be printed at the end of the document (Y), or at the bottom of each page (N). See chapter 32.

Paper length, lines
This shows the number of lines the printer will move for one sheet of paper, when printing on continuous form paper or with a sheet feeder. To use a different length paper for a document, see chapter 18.

Shadow or Multihit BOLD [S/M]
This shows how bold will be printed. Shadow bold hits each character a fraction of an inch away from previous hits. Multihit bold strikes each character in the same place each time. See chapter 22.

Multihit bold — # of hits
This shows the number of times each character will be hit when bold is multihit bold. See chapter 22.

Overstrike character
Word(s) in text may be printed over with another character to show what editing has been done. This selection shows what character will be printed over the section. See chapter 35.

Print wheel
(not available on Omega Level A) This shows the name of the print wheel being used for proportional spacing. STANDARD is typed or this selection is left blank if the print wheel name is not known or available on the disk. See chapter 65.

TRACE MODE   PAGE   1 LINE   1 CHAR   79

L·····▶·····▶·····▶·····▶·····▶·····▶·····▶·····▶·····H···R▾·

▯ <----- DOCUMENT STATUS FORMAT MARKER IS LOCATED AT PAGE 1 LINE 1 CHAR 1   ▮

Figure 17-2. The Document Status Format Marker

ABOUT THE DOCUMENT STATUS FORMAT MARKER ON LINE 1

This section describes the Document Status format marker and how it is different from all other format markers.

1. The format for the beginning of a document is kept in a format marker on its first line and is called the DOCUMENT STATUS format marker. See figure 17-2. It can be seen while in trace mode (See chapter 13).

2. Format changes made on LINE 1 do not create new format markers; they are put in the Document Status format marker.

3. There are some selections in the Document Status menus which must stay the same throughout the document, such as paper length (see Table 17-1 at the end of the document). These can be changed only on LINE 1 of the document. If a change is attempted to one of these selections from a line other than LINE 1, a prompt says, "Go to the document's line 1 to change this. RETURN to continue." If this happens, press RETURN, then HOME HOME ↑, then STATUS and make the change.

4. All documents, including new documents have a Document Status marker. If it is deleted or moved from LINE 1 of the document, re-create it: Put the cursor on LINE 1 of the document, press STATUS and reset one of the Document Status selections. Press RETURN to return to the document.

HOW TO CHANGE THE DOCUMENT STATUS STANDARD FORMAT

Every new document begins with the same settings in its Document Status. These same settings are called the "standard format". To change the standard format for new documents, follow the steps in this section. These instructions also change the standard Printer Status settings and tab stops for new documents. (Omega Level A does not change the standard tab stops.)

1. **While on the screen, press STATUS.**
   Document status menu one then displays.

2. **Change the desired settings in Document Status Menu One:**
   Repeat these steps for every setting to be changed.

   a. Put the cursor on a selection to be changed.

   b. Enter the setting to be standard for all new documents.

   c. Press RETURN to set it.

3. **Press STATUS.**
   Document Status Menu Two then displays.

4. **Change the settings in Document Status Menu Two.**
   Follow step 2 above.

5. **Press STATUS.**
   Omega's printer status then displays. The Printer Status (explained in chapter 26) standard format is changed at the same time the Document Status is changed.

6. **Change the settings in the Printer Status.**
   Follow step 2 above.

7. **Press RETURN to return to the screen.**
   A clear screen then displays.

8. **Check and change any tab stops for the new standard format (standard tab stops cannot be changed on Omega Level A).**
   The current tab stops (as displayed on the margin scale) are fixed as the standard format at the same time as the Document and Printer Status (see chapter 15).

9. **Press COMMAND SF (Standard Format).**
   A prompt says: "Current STATUS will now be STANDARD FORMAT. Press RETURN to continue." If you decide not to fix these settings, press the RED key.

10. **Press RETURN.**
    The settings are then fixed as the standard format for this and all new documents hereafter. Note that the system must be re-started (the word processor turned off then on again) for the new tab standard format to take effect.

TABLE 17-1

Changing the Document Status Settings

	Must be on LINE 1 to change[1]	Re-format affected text[2]	No need to re-save document[3]	Re-page the document[4]
Document Status Menu One:				
Document name:......................			*	
Author name:........................			*	
Right justify [Y/N]:................N		*		
Left margin:........................11		*		
Right margin:.......................71		*		
Indent from left margin:............0		*		
Indent from right margin:...........0		*		
Hot zone:...........................5				
Page zone size:.....................3	*			
Line spacing [1,1.5,2, etc.]:.......1.0				*
Insert or Replace Mode [I or R]:....I				
Max. lines on the first page:.......55	*			*
Max. lines on following pages:......55	*			*
Hazy search and replace:............Y				
Search for:.........................				
Replace with:.......................				
Document Status Menu Two:				
Page numbers [T,B or N]:............N	*			
# of lines from text for page #:....3				
Col. for page # (#,C,L,R,A):........C	*			
Print form [Y/N]:...................Y	*			
Character spacing [10,12,15, PS]: ..10	*5	*6		
Lines per inch [6 or 8]:............6	*			
Continuous footnote numbers [Y/N]:..Y	*			
Footnotes at end of document [Y/N]:.N	*			
Paper length, lines:................66	*			
Shadow or Multihit bold? [S/M]......M				
Multihit bold - # of hits:..........4				
Overstrike character:...............-				
Print wheel:........................		*		

----

[1]The cursor must be at the beginning of the document on line 1 before pressing STATUS to make this change.
[2]The document, or the portion of the document affected by this change must be re-formatted (see chapter 11).
[3]This setting can be changed and will stay in the Document Status without having to SAVE the document again.
[4]The document must be re-paginated after changing this setting (see chapter 29).
[5]This is true for Omega Level A only. On Omega Level B character spacing may be changed anywhere in a document.
[6]It is necessary to re-format if the spacing was changed from regular character spacing (10,12 or 15 pitch) to proportional spacing, or vice-versa.

USING A DOCUMENT STATUS

A document status can be used to make changes in a document and to make changes in a diskette index. What a document status is and what it shows is described in chapter 17.

This chapter details how to change the name of a document and how to list the author of a document in the diskette index. Also detailed is how to change the length of the hot (or hyphen) zone, how to put replace mode into a document, and how to set the paper length for a document.

HOW TO CHANGE THE NAME OF A DOCUMENT

Follow these steps to change a document's name as shown in the diskette index.

1. **Recall the Document if It Is Not on the Screen.**
   The procedure for recalling a document is detailed in chapter 7.

2. **Press STATUS Once.**
   The document status menu one then displays.

3. **Place the Cursor on the Line Labeled "Document name".**
   The cursor can be anywhere on the line.

4. **Type the New Name You Want for the Document.**
   The name can use up to 35 spaces; but do not use a colon (:) in the name or start the name with an asterisk (*). If you make a mistake, backspace and retype.

5. **Press RETURN to Set the Name of the Document.**
   When you press RETURN, the new name of the document is set.

6. **Press RETURN to Return to the Text of the Document.**

HOW TO INDICATE THE AUTHOR OF A DOCUMENT

To assign or to change the name of the author of a document as shown in the diskette index, follow these steps.

1. **Recall the Document if It Is Not on the Screen.**
   The procedure for recalling a document is detailed in chapter 7.

2. **Press STATUS Once.**
   The document status menu one then displays.

```
DOCUMENT STATUS MENU ONE
Document name:.....................Breakwater Fashions Ad
Author name:.....................SAM
Right justify [Y/N]:...............N
Left margin:......................11
Right margin:.....................71
Indent from left margin:..........0
Indent from right margin:.........0
Hot zone:.........................5
Page zone size:...................3
Line spacing [1,1.5,2, etc.]:.....1.0
Insert or Replace Mode [I or R]:....I
Max. lines on the first page:.......55
Max. lines on following pages:......55
Hazy search and replace:............Y
Search for:.........................
Replace with:.......................
```
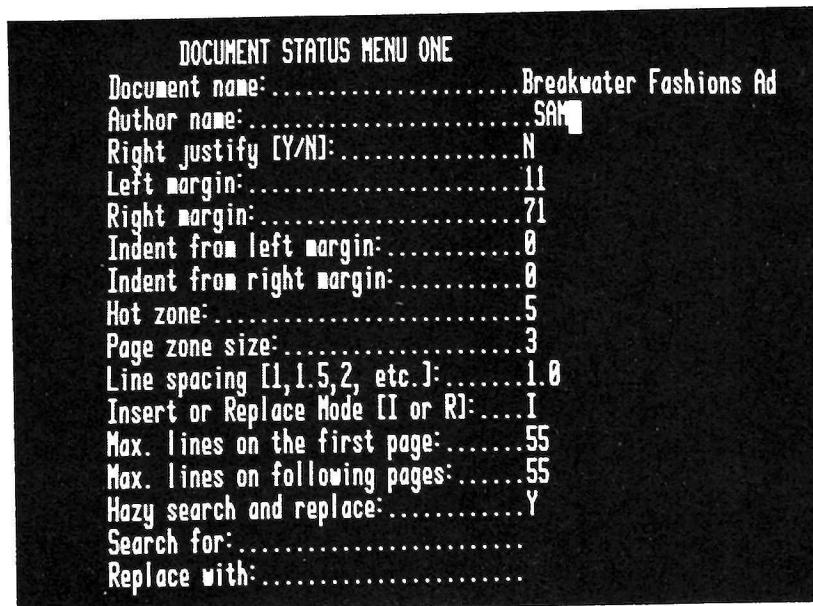
Figure 18-1. Assigning an Author

3. Place the Cursor on the Line Labeled "Author Name".
The cursor can be anywhere on the line.

4. Use Up to Three Letters to Type the Author's Name or Initials.
See figure 18-1. If you make a mistake, backspace and retype.

5. Press RETURN to Set the Author's Name.
When you press RETURN, the author's name is set.

6. Press RETURN to Return to the Text of the Document.

HOW TO CHANGE THE LENGTH OF THE HOT ZONE

The hot zone, or hyphen zone, is the area at the right margin between the "H" and the "R". If OMEGA sees that a word covers this zone when it formats text (see chapter 11), it beeps to ask you to hyphenate the word or to end the line before the hot zone.

If you shorten the hot zone, OMEGA will average more characters on a line when it formats, but more lines will require hyphens. If you lengthen the hot zone, there will be fewer hyphens, but the right edge will appear more ragged.

To change the length of the hot zone, follow these steps.

1. Place the Cursor on the Line Above Where the New Hot Zone Should Begin.
If the length of the hot zone should be changed again before the end of the document, repeat these steps for that change also.

2. Press STATUS Once.
The document status menu one then displays.

3. **Place the Cursor on the Line Labeled "Hot Zone".**
   The cursor can be anywhere on the line.

4. **Type the Number of Spaces You Want for the Hot Zone.**
   Type a number larger than "2". If you make a mistake, backspace and
   retype.

5. **Press RETURN to Set the Hot Zone.**
   This puts a format marker (see chapter 13) where the cursor was, or changes
   the previous format marker that was on that line.

6. **Press RETURN to Return to the Document.**
   The document now returns with the hot zone changed. The "H" on the margin
   scale shows the beginning of the hot zone for the text the cursor is in.

HOW TO PUT REPLACE MODE IN A DOCUMENT

A different way to edit text than the method of inserting it is to replace
characters and spaces instead of inserting them. With this method, the cur-
sor turns into an underline, and a character you type replaces the character
or space the cursor is on. This method is especially helpful if you are
typing text that should be corrected by replacing it, such as columns.
   Follow these steps to put a format marker (described in chapter 13) in a
document that tells OMEGA to operate in replace mode there. Chapter 10 tells
how to operate in replace mode without putting a format marker in a document.

1. **Place the Cursor at the Place Where Replace Mode Should Start.**
   If replace mode should stop before the end of the document, repeat these
   steps for that change also.

2. **Press STATUS.**
   The document status menu one then displays.

3. **Place the Cursor on the Line "Insert or Replace mode [I or R]".**
   The cursor can be anywhere on the line.

4. **Type an "R" or an "I".**

   a. **Type "R" to Begin Replace Mode (and End Insert Mode).**
      Type "R" to begin replace mode on the line the cursor was on.

   b. **Type "I" to End Replace Mode (and Begin Insert Mode).**
      Type "I" to end replace mode and begin insert mode on the line the
      cursor was on.

5. **Press RETURN to Set the "R" or "I".**
   This puts a format marker (see chapter 13) where the cursor was, or changes
   the previous format marker that was on that line.

6. **Press RETURN to Return to the Document.**
   The document then returns with replace mode set or removed.

HOW TO SET THE PAPER LENGTH

Follow the steps in this section to change the length of the paper you print your documents on. When the length of paper is properly set, the printer will correctly scroll continuous paper.

1. **Place the Cursor on the First Line of the Document.**

2. **Press STATUS Twice.**
   The document status menu two then displays.

3. **Note the Number Shown After "Lines Per Inch".**
   This is the standard number of single spaced lines that are printed per inch of paper.

4. **Multiply that Number by the Length (in Inches) of the Paper.**
   For example, if the number of lines per inch is six and the length of the paper is eleven, the result is 66. This is the number of lines the paper can hold.

5. **Place the Cursor on the Line Labeled "Paper length, lines".**
   The cursor can be anywhere on the line.

6. **Type the Number of Lines the Paper Can Hold.**
   This is the number you arrived at in step 3. See figure 18-2.

7. **Press RETURN to Set the Number.**

8. **Press RETURN to Return to the Document.**
   The paper length is then set.

```
       DOCUMENT STATUS MENU TWO
Page numbers [T,B or N]:............N
# of lines from text for page #:....3
Col. for page # (#,C,L,R,A]:........C
Print form [Y/N]:...................Y
Character spacing [10,12,15]:.......10
Lines per inch [6 or 8]: ...........6
Continuous footnote numbers [Y/N]:..Y
Footnotes at end of document [Y/N]:.N
Paper length, lines:................66
Shadow or Multihit bold? [S/M]:.....M
Multihit bold - # of hits:..........4
Overstrike character:...............-
```
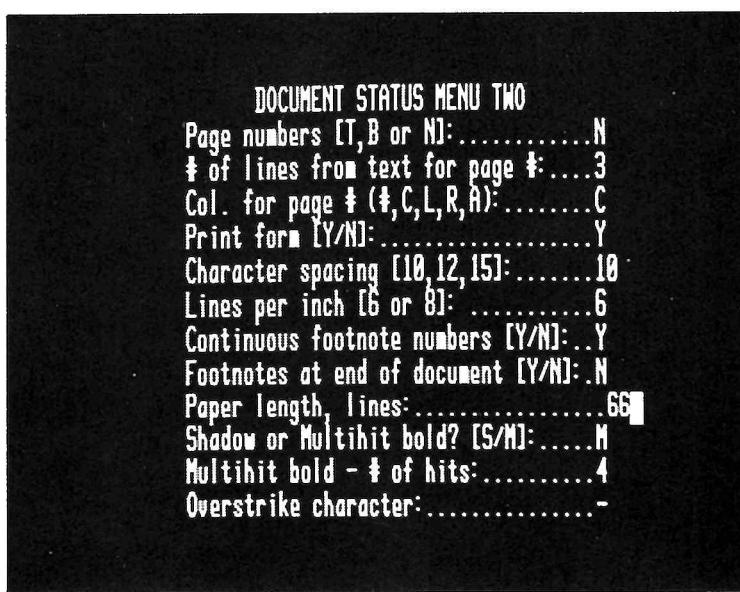
Figure 18-2. Setting the Paper Length at 66 Lines

Chapter 19

HOW TO SET MARGINS AND INDENTS USING THE DOCUMENT STATUS

How to Change Margins Using the Document Status
How to Indent Text Using the Document Status

There are two ways to change margins and indent text: from the screen, as described in chapter 12; and from the document status, as described in this chapter. The results of both methods are the same.

If the document is to be proportionally spaced, see Chapter 65 before setting the margins or indenting text.

HOW TO CHANGE MARGINS USING THE DOCUMENT STATUS

Margins can be changed before or after typing the document. They may also be made wider for just a portion of the document. The steps in this section allow any of these to be done. To make the margins narrow for a portion of a document, see the next section to indent text.

1. **Put the cursor on the line where the new margin should start.**
   To change a margin for the whole document, place the cursor on the first line of the document. Repeat these steps to change the margins again.

2. **Note what the character location is for the new margin.**
   Place the cursor where the new margin should start and note the "CHAR" (character) number. If you want to change both margins, note the numbers for both margins.

3. **Press STATUS.**
   Document Status Menu One then displays.

4. **Put the cursor on the "Left margin" line or on the "Right margin" line**

5. **Type the character number for the new margin.**
   Type the number noted in step 2. See figure 19-1.

6. **Press RETURN to set the margin.**
   This puts a format marker (explained in chapter 13) in the document where the cursor was when STATUS was pressed. Repeat steps 4-6 to change the other margin.

7. **Press RETURN to return to the document.**
   The document then returns with the margins changed. The margin scale shows where the margins are changed at the cursor position.

```
      DOCUMENT STATUS MENU ONE
    Document name:.................Breakwater Fashions Ad
    Author name:...................
    Right justify [Y/N]:...........N
    Left margin:...................17
    Right margin:..................71
    Indent from left margin:.......0
    Indent from right margin:......0
    Hot zone:......................5
    Page zone size:................3
    Line spacing [1,1.5,2, etc.]:..1.0
    Insert or Replace Mode [I or R]:....I
    Max. lines on the first page:.......55
    Max. lines on following pages:......55
    Hazy search and replace:............Y
    Search for:.........................
    Replace with:.......................
```
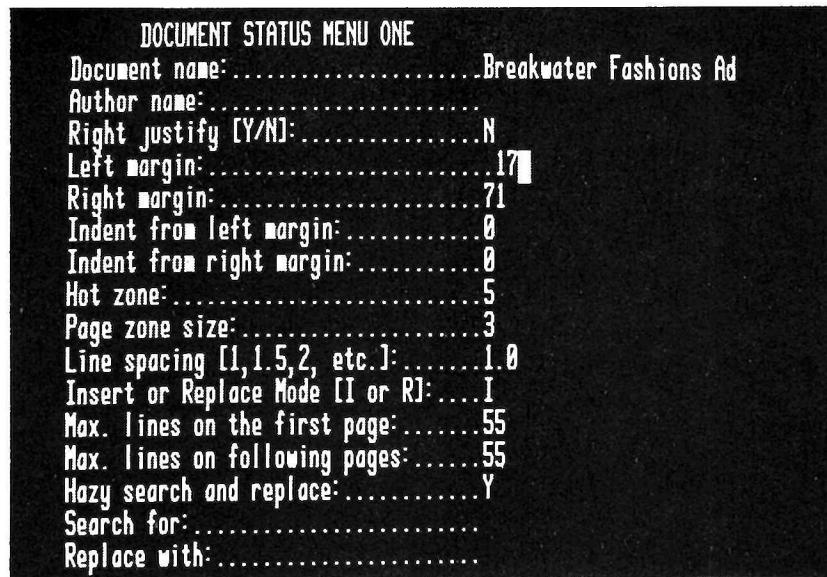
Figure 19-1. The Left Margin Will Be 17 Spaces In

8. Reformat existing text.
    If the margins have been changed for text that has already been typed, re-
    format the text within the new margin settings: Move the cursor to the
    first paragraph, then press FORMAT or FORMAT DOCUMENT (see chapter 11).

Note: To delete a margin change follow these same steps to change it back to
the previous margin. Or delete the margin format marker while in trace mode
(see chapter 13).

HOW TO INDENT TEXT USING A DOCUMENT STATUS

To keep from resetting margins in a document, indent a section of text that
has narrower margins. At the end of the indented text the original margin set-
tings are back in effect. Text can be indented from the left margin, from the
right margin, or centered between both margins. The method described here
shows how to indent from the document status. If the document is to be propor-
tionally spaced, see chapter 65, before setting indents.

BEGIN THE INDENT:
1. Put the cursor on the line where the indent should begin.
    If setting a right indent, put the cursor on the line above.

2. Note the number of spaces from the margin the indent should be.
    This is not the CHAR number, which counts from the left of the screen.

3. Press STATUS.
    Document Status Menu One then displays.

**4. Put the cursor on the "Indent from left margin" line or the "Indent from
    right margin" line.**

5. **Type the number of spaces from the margin the indent should be.**
   Type the number noted in step 2. See figure 19-2.

6. **Press RETURN to set the indent.**
   This puts a format marker in the document (see chapter 13). Repeat steps 4-6 to change the other indent, such as for a centered indent.

7. **Press RETURN to return to the document.**
   The document then returns with the indents set at the cursor position. The margin scale shows where the temporary margins (indents) are set.

8. **Reformat existing text.**
   If the indents have been set for text that has already been typed, reformat the text within the indent settings: Move the cursor to the first paragraph, then press FORMAT (see chapter 11).

END THE INDENT:
1. **Place the cursor at the end of the indented text.**

2. **Press STATUS.**
   The document status menu one then displays.

3. **Place the cursor on the "Indent from left margin" line or on the "Indent from right margin" line.**

4. **Type Ø and then press RETURN.**
   This puts a format marker in the document, ending the indent and returning to the normal margin settings from the cursor down. Repeat steps 3-4 if there is another indent to end.

5. **Press RETURN to return to the document.**

Note: To indent a section of text, the beginning and end of the indent need to be set. To delete an indent, follow these same steps, or delete the indent format marker while in trace mode (see chapter 13).

```
          DOCUMENT STATUS MENU ONE
Document name:.....................Breakwater Fashions Ad
Author name:.........................
Right justify [Y/N]:................N
Left margin:........................11
Right margin:.......................71
Indent from left margin:............15
Indent from right margin:...........0
Hot zone:...........................5
Page zone size:.....................3
Line spacing [1,1.5,2, etc.]:.......1.0
Insert or Replace Mode [I or R]:....I
Max. lines on the first page:.......55
Max. lines on following pages:......55
Hazy search and replace:............Y
Search for:.........................
Replace with:.......................
```
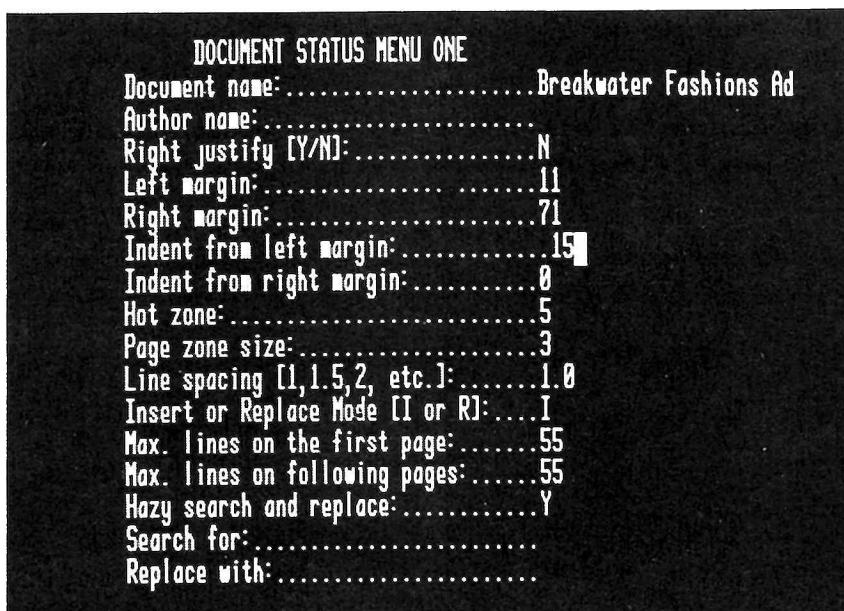
Figure 19-2. The Indent Will Be 15 Spaces From the Left Margin

Chapter 20

HOW TO JUSTIFY TEXT

To justify text means to make the lines in a document the same length, so that the text aligns at the right margin. Unjustified text has a ragged right edge.

This chapter details how to justify and unjustify text. This procedure places hidden markers in the document which can be seen only when the document is in trace mode. Trace mode is explained in chapter 13.

HOW TO JUSTIFY TEXT

When text is justified, extra space is added between words to make the lines end at the right margin. On the screen, spaces are added between the first or last few words on a line. When the document is printed, however, the extra space will be spread between the words and characters on the line.

Follow the steps in this section to justify the lines in a document or in part of a document. If you change text after it has been justified, it can be rejustified by following the reformat procedure in chapter 11.

1. **Put the Cursor at the Start of the Line Where Justified Text Should Begin.**
   To justify a whole document, place the cursor on the first line of the document.

   To justify part of a document, place the cursor at the beginning of the first line of the section to be justified. If the justified section should end before the end of the document, follow the steps in the next section at that point.

2. **Press STATUS Once.**
   The document status menu one then displays.

3. **Put the Cursor on the Line "Right justify [Y/N]".**
   See figure 20-1. The cursor can be anywhere on the line.

4. **Type "Y" to Begin Justified Text.**
   Type a "Y" (for "yes") to begin justified text on the line the cursor was on. See figure 20-1.

5. **Press RETURN Once to Set the "Y".**
   This puts a format marker (explained in chapter 13) where the cursor was in the document.

6. **Press RETURN to Return to the Document.**

7. **Reformat Existing Text.**
   If you are justifying text you have already typed, you can reformat the text by following the procedure in chapter 11. See figure 20-2.

HOW TO UNJUSTIFY TEXT

Follow the steps in this section to unjustify the lines in a document or in part of a document, or to end a justified part of a document. Unjustified text has a ragged right margin.

1. **Put the Cursor at the Start of the Line That Unjustified Text Should Begin.**
   To unjustify a whole document, place the cursor on the first line of the document.

   To unjustify part of a document, place the cursor on the first line of the section to be unjustified. If a section should be justified before the end of the document, follow the steps in the last section at that point.

2. **Press STATUS Once.**
   The document status menu one then displays.

3. **Place the Cursor on the Line "Right justify [Y/N]".**
   The cursor can be anywhere on the line.

4. **Type "N" to Begin Unjustified Text.**
   Type an "N" (for "no") to begin unjustified text on the line the cursor was on.

5. **Press RETURN Once.**
   This sets the beginning of unjustified text by placing a format marker in the document.

6. **Press RETURN to Return to the Document.**

7. **Reformat Existing Text.**
   If you are unjustifying text that has been justified, you can reformat the text by following the procedure in chapter 11.

```
                    DOCUMENT STATUS MENU ONE
        Document name:....................Baker VIP Offer
        Author name:....................
        Right justify [Y/N]:................Y
        Left margin:......................11
        Right margin:....................71
        Indent from left margin:..........3
        Indent from right margin:.........0
        Hot zone:........................5
        Page zone size:..................3
        Line spacing [1,1.5,2, etc.]:.....1.0
        Insert or Replace Mode [I or R]:...I
        Max. lines on the first page:......55
        Max. lines on following pages:.....55
        Hazy search and replace:..........Y
        Search for:.....................
        Replace with:....................
```

Figure 20-1. Type "Y" to Justify Text

```
                          PAGE 1      LINE 17      CHAR 11
.........▶·▼···▶······▶········▶·······▶········▶·······▶H···R···
    Aspen, Colorado 81611◄

      ◄
    Dear Mr. Baker,◄

      ◄
    Congratulations!  Because  of  your  excellent  history  of
    business  with  our company, we are pleased to offer you the
    opportunity  to  continue  purchasing  our  fine  sportswear
    through our exclusive VIP Account.◄

      ◄
    A HAVERMINE  VIP  Account  offers  you the advantage of a 3%
    REBATE ON EVERY PURCHASE you make.  That's right . . . 3% of
    the purchase price of all of HAVERMINE's quality articles is
    automatically subtracted from your monthly statement.◄

    ◄
    And that's not all.  In addition to a 3% rebate, your VIP
    Account◄
```

Figure 20-2. Right Justified Text

SEARCH & REPLACE

Tell Omega What to Search For and Replace With
How to Search For and Replace Text
Global Search & Replace
How to Quickly Find a Place in a Document

Using the Search & Replace feature on Omega each occurrence of a particular word or phrase may be searched for and, when found, replaced by other text. The operator can look for each word or phrase individually and decide which text to replace. Alternatively, a global search & replace may be performed, which automatically searches for and replaces text throughout a document. This feature may also be used to quickly find a particular place in a document.

The first section of this chapter shows how to enter the text to search for and replace with. After this is done, the second section shows how to perform the search and replace and the third section shows a faster way to do this. The last section shows the fastest way to find a particular place in a document.

TELL OMEGA WHAT TO SEARCH FOR AND REPLACE WITH

Follow the steps in this section to tell Omega what text to search for, and what to replace it with. There are two methods described here: the first enters the search and replace text from the Document Status; the second enters the search and replace text from the screen. Use the first method if you are going to perform a non-hazy search and replace or if you are using Omega Level A. The second method is not available on Omega Level A.

FROM THE DOCUMENT STATUS:

1. **Press STATUS.**
   Document Status Menu One then displays.

2. **Put the cursor on the "Hazy search and replace" line and type Y or N. Then press RETURN:**

   a. Type Y for a hazy search and replace.
      A hazy search looks for the text whether in capitals or small letters or hyphenated, and replaces it matching the same upper or lower case. Example: Search text is "system" and replace text is "method". Then system, System or SYSTEM will be found and replaced with method, Method or METHOD.

   b. Type N for a non-hazy search and replace.
      A non-hazy search finds the word exactly as it is typed: it will not find it if it is hyphenated at the right margin or if typed in a different case. Example: Search text is "system". Neither System nor SYSTEM will be found.

```
            DOCUMENT STATUS MENU ONE
Document name:.....................Baker VIP Offer
Author name:...............................
Right justify [Y/N]:...............N
Left margin:.......................11
Right margin:......................71
Indent from left margin:...........3
Indent from right margin:..........0
Hot zone:..........................5
Page zone size:....................3
Line spacing [1,1.5,2, etc.]:......1.0
Insert or Replace Mode [I or R]:...I
Max. lines on the first page:......55
Max. lines on following pages:.....55
Hazy search and replace:...........Y
Search for:........................Mr. Baker
Replace with:......................Mrs. Johnson█
```
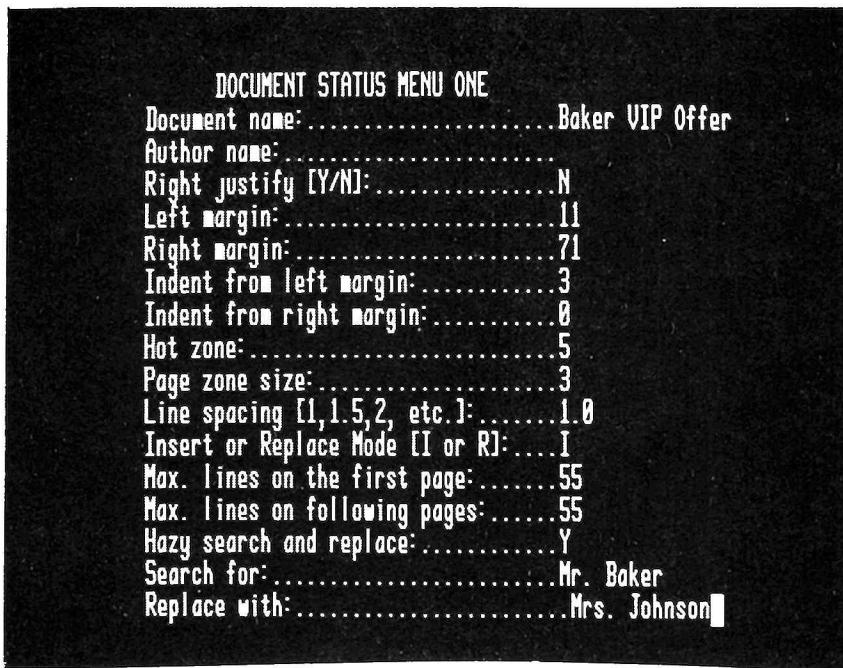
Figure 21-1. OMEGA Can Search for "Mr. Baker"

3. **Put the cursor on the "Search for" line.**

4. **Type the text to search for, then press RETURN.**
   Up to 40 spaces may be used. RETURN fixes the setting. See figure 21-1.

5. **Put the cursor on the "Replace with" line.**

6. **Type the replace text, then press RETURN.**
   This is the text that will replace the text that was searched for. Up to 40 spaces may be used. RETURN fixes the setting. See figure 21-1.

7. **Press RETURN again.**
   This exits the Document Status and returns to the screen. The search and replace function may now be performed.

Note: The search for and replace with text displays in the Document Status of every other document until new text is typed in or until the system is turned off.

FROM THE SCREEN   (not available on Omega Level A):

1. **Press COMMAND ST (Search Text).**
   A prompt says, "What are you looking for?" See figure 21-2.

2. **Enter the text to be searched for. Then press RETURN.**
   Up to 40 spaces may be used. What is typed becomes the search for text and is displayed in Document Status Menu One.

3. **Press COMMAND RT (Replace Text).**
   A prompt says, "Replace with:" See figure 21-3
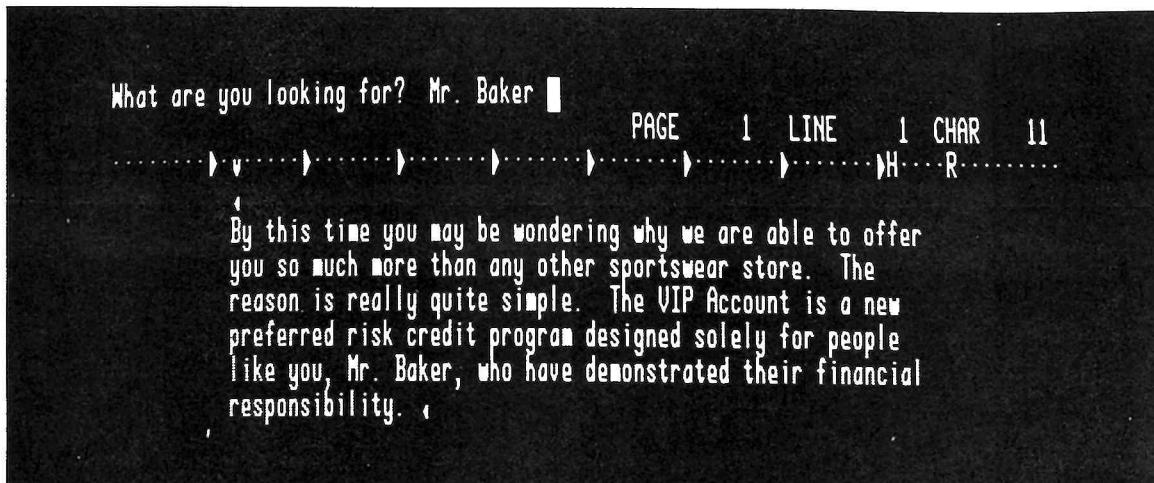
Figure 21-2.   Entering Search For Text from the Screen.
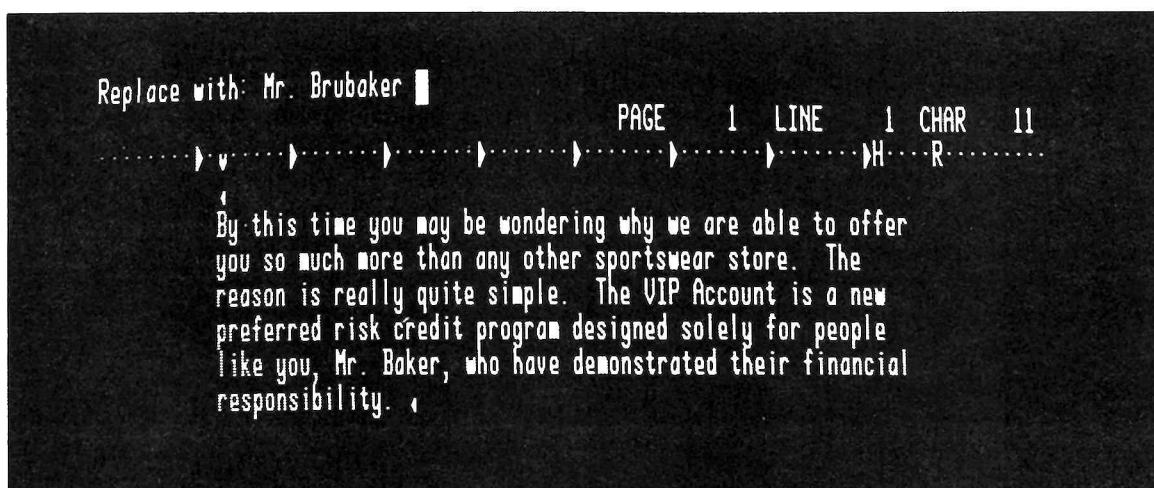
Figure 21-3.   Entering Replace With Text from the Screen.

4.   **Enter the text to replace the text searched for. Then press RETURN.**
     Up to 40 spaces may be used. What is typed becomes the replace with text
     and is displayed in Document Status Menu One. The search and replace func-
     tion may now be performed.

Notes:
Using this method to enter search and replace text, a multiple search and
replace may be quickly performed using the Autopilot feature described in
chapter 62.

The search for and replace with text will display in the Document Status of
every other document until new text is typed in or until the system is turned
off.

HOW TO SEARCH FOR AND REPLACE TEXT

After the search and replace text is entered (as shown in the previous section) the search and replace may be performed using these steps. This method is operator interactive. That is, when each occurrence of the text is found, the cursor stops and the operator decides whether or not to replace it with the other text. To perform the search and replace automatically, follow the steps in the next section, "Global Search and Replace".

1. **While in the document, put the cursor above the area to be searched.**
   Omega will search and replace text from the cursor down.

2. **Press (CTRL) SEARCH.**
   The cursor then moves to the first character of the text that matches the search for text. See figure 21-2.

3. **When the text is found do one of the following:**

   a. **Press (CTRL) REPLACE.**
      This erases the text that was found and inserts the replace text.

   b. **Press (CTRL) SEARCH.**
      This leaves the text unchanged (does not replace it) and looks for the next occurrence of the text.

4. **Repeat steps 2 and 3 until the search and replace is completed.**
   If SEARCH was pressed and you want to stop the search, press the RED key.
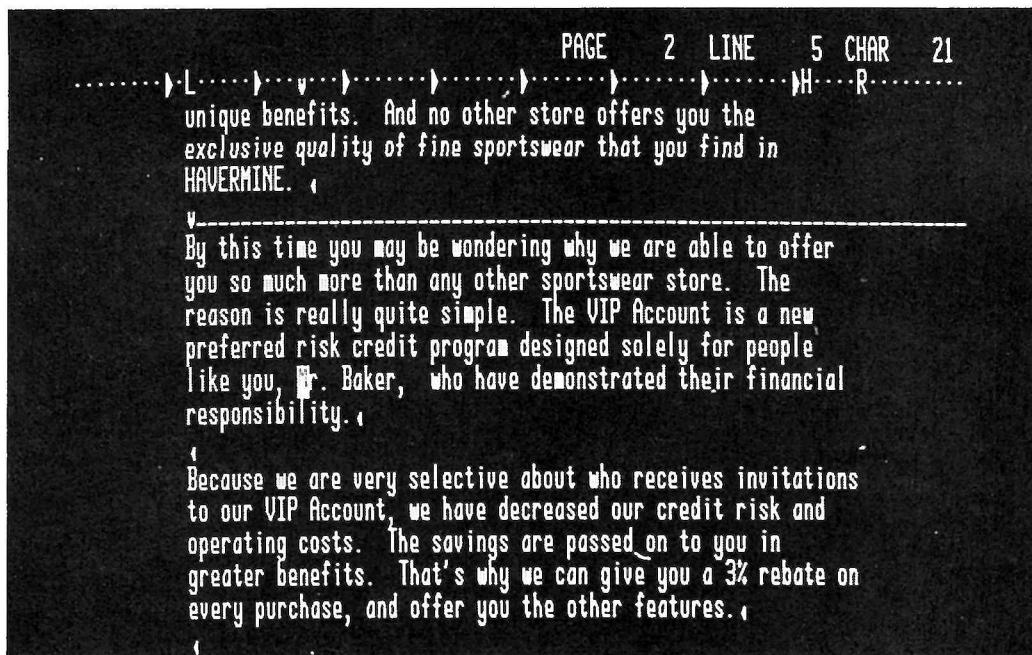
Figure 21-4. "Mr. Baker" Found

GLOBAL SEARCH AND REPLACE

After entering the search and replace text (as shown in the first section of this chapter) the search and replace function may be performed using these steps. This method looks for every occurrence of the search text and replaces it automatically with the new text, with no operator interaction. It continues to the end of the document. To perform the search, stopping for an operator decision when the text is found, use the steps in the previous section.

1. **While in the document, put the cursor above the area to be searched.**

2. **Press COMMAND (CTRL)REPLACE.**
    Press COMMAND, then while holding down CTRL, press REPLACE. This performs global search & replace from the cursor to the end of the document, or until the RED key is pressed.

HOW TO QUICKLY FIND A PLACE IN A DOCUMENT

These steps describe the fastest method to pinpoint the exact location in a document and quickly go there. This method is faster and easier than using the cursor movement keys or paging through a document to find a particular place.

1. **Put the cursor above the place to go to.**
    Omega will look for the text specified from the cursor down.

2. **Press COMMAND (CTRL)SEARCH.**
    Press COMMAND, then while holding down CTRL, press SEARCH. A prompt says, "What are you looking for" (see figure 21-2).

3. **Type the text to be looked for. Then press RETURN.**
    To insure a speedy search, enter unique text that occurs only at the location desired. Omega then starts looking for the text entered. The cursor stops at the beginning of the text when it is found.

    a. If the cursor stops at text before the location desired, press (CTRL) SEARCH to continue.
        Omega looks for the first occurrence of the text entered. If this text is found before the location desired the search must continue until the text in the right location is found.

    b. If you decide to stop searching for the text, press the RED key.

Chapter 22

HOW TO UNDERLINE AND PRINT BOLD

This chapter describes how to underline text and how to print bold (thick) print.

HOW TO UNDERLINE

To underline, you need to type an underline mark at the beginning and at the end of each underline. Follow the steps in this section. If you do not want the spaces between words underlined, do these steps for each word. You can underline while you type, or after you type.

When OMEGA reformats text on the screen, a line that has an underline mark can extend past the right margin. When the line is printed, however, it will be within the right margin. To display the text on the screen without underline marks, see the last section of this chapter.

1. **Put the Cursor on the First Position to be Underlined.**
   You can set an underline while you type, or after you have typed text.

2. **Press UNDERLINE.**
   An underline mark then displays that tells the printer to begin underlining at that point. See figure 22-1.

3. **Do Not Use an Underline Mark for a Space.**
   See figure 22-1. An underline mark does not become a space when text is printed.

   On the screen, a line with an underline mark can extend beyond the right margin. To display the text without underline marks, see the last section of this chapter.

4. **Put the Cursor Just After the Underline Should End.**
   Type to, or leave the cursor on the first position after the underline should end. After step 2, every character and space will be underlined up to where step 5 is done. See figure 22-1.

5. **Press UNDERLINE Again.**
   An underline mark then displays to tell the printer to stop underlining at that point. Remember not to use an underline mark for a space.

6. **To Later Delete an Underline, Delete Both Underline Marks.**
   Put the cursor on an underline mark and press DEL CHAR. Delete both the begin and end underline marks. A single underline mark tells OMEGA to start underlining from where it is.

```
                              PAGE 1      LINE 12     CHAR 11
·····▶·v····▶·····▶·······▶······▶·······▶·····▶··▶·H··R·····
              _THIS TITLE IS UNDERLINED_‹
    ‹
    ‹
Each of the following lines will be printed underlined,
starting at the left margin:_‹
‹
This line is completely underlined._‹
_Each_ _word_ _in_ _this_ _sentence_ _is_ _underlined_ _separately._‹
‹
_Remember, an underline mark does not use a space._‹
‹
█
```
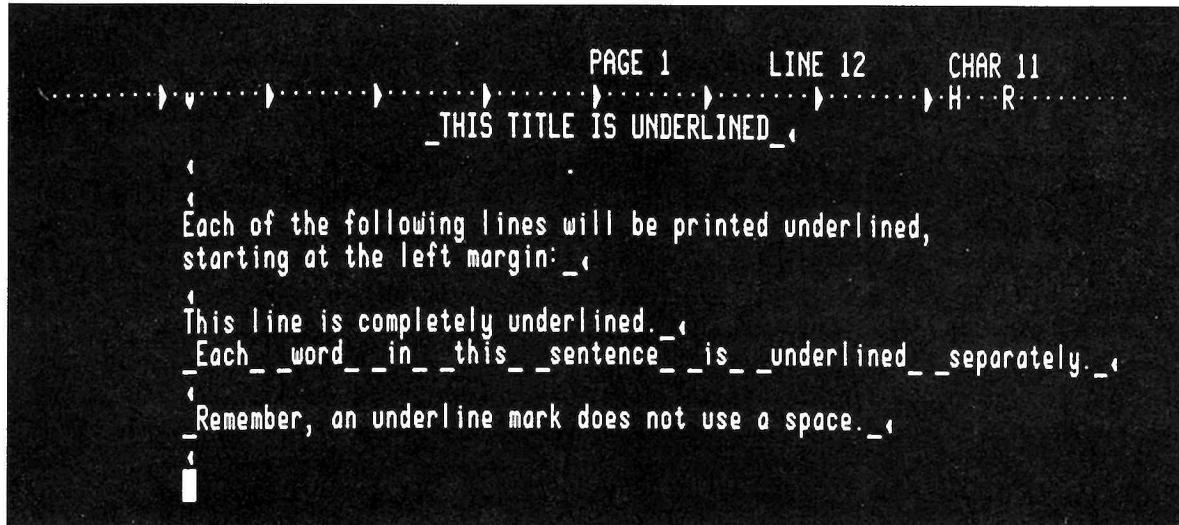
Displayed on the Screen

THIS TITLE IS UNDERLINED

Each of the following lines will be printed underlined,
starting at the left margin:

This line is completely underlined.
Each word in this sentence is underlined separately.

Remember, an underline mark does not use a space.

Printed

Figure 22-1. Underlined Text

HOW TO PRINT BOLD (THICK) PRINT

Bold is thick print like the heading above this paragraph. You can print two kinds of bold: multihit bold and shadow bold. Multihit bold hits each character a number of times in the same place. Shadow bold hits each character a fraction of an inch away each time. Try both on your printer to see which you like best.

To print bold, you type a bold mark at the beginning and at the end of each section to be bold-faced. You can set the bold while you type, or after text has been typed.

When OMEGA reformats text on the screen, a line with bold mark in it can extend past the right margin. When the line is printed, however, it will be within the right margin. To display the text without bold marks, see the last section of this chapter.

1. **Do You Want to Switch to Shadow Bold or to Multihit Bold?**
   With shadow bold, each character is hit again a fraction of an inch away from the first hit. With multihit bold, each character is hit a number of times in the same place.

   a. **If No, Go to Step 2.**

   b. **If Yes, Press STATUS Twice.**
      Document status menu two then displays. See figure 22-2.

   c. **Place the Cursor on the Line "Shadow or Multihit bold? [S/M]".**
      The cursor can be anywhere on the line.

   d. **Type "S" (for "Shadow Bold") or "M" (for "Multihit Bold").**

      1) **Type "S" for Shadow Bold.**
         Each bold character will then be hit again a fraction of an inch away from the first hit. See figure 22-2.

      2) **Type "M" for Multihit Bold.**
         Each bold character will then be hit a number of times in the same place.

   e. **Press RETURN to Set the "S" or "M".**

   f. **If You Set Bold to Multihit, Also Follow These Steps:**

      1) **Place the Cursor on the Line "Multihit bold - # of hits".**

      2) **Type the Number of Times Each Character Should Be Hit.**

      3) **Press RETURN to Set the Number.**

   g. **Press RETURN to Return to the Document.**

```
        DOCUMENT STATUS MENU TWO
Page numbers [T,B or N]:.............N
# of lines from text for page #:....3
Col. for page # (#,C,L,R,A):........C
Print form [Y/N]:...................Y
Character spacing [10,12,15]:.......10
Lines per inch [6 or 8]: ...........6
Continuous footnote numbers [Y/N]:..Y
Footnotes at end of document [Y/N]:.N
Paper length, lines:................66
Shadow or Multihit bold? [S/M]:.....S
Multihit bold - # of hits:..........4
Overstrike character:...............-
```
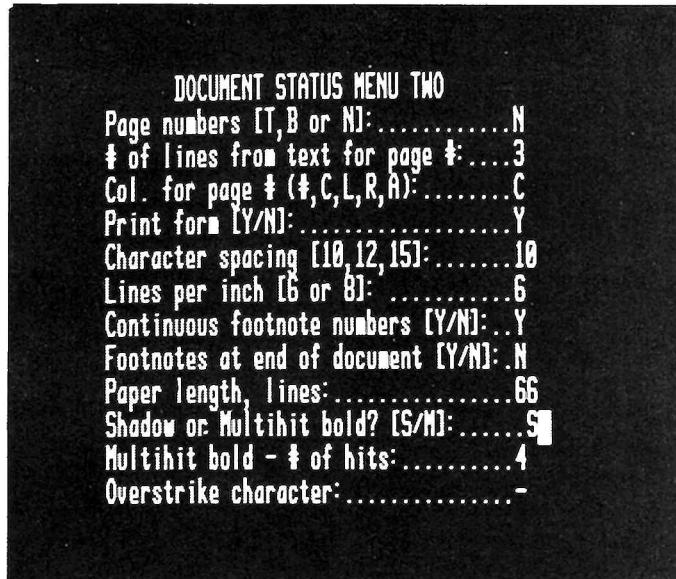
Figure 22-2. Bold Will Be Shadow Bold

2. **Put the Cursor on the First Position to be Bold-faced.**
   You can set bold as you type, or after you have typed text.

3. **Press BOLD.**
   A bold mark then displays that tells the printer to begin printing bold at that point.

4. **Do Not Use a Bold Mark for a Space.**
   See figure 22-3. A bold mark does not become a space when text is printed.

   On the screen, a line with a bold mark can extend beyond the right margin. To display text without bold marks, see the last section of this chapter.

5. **Put the Cursor Just After the Bold Print Should End.**
   Type to, or leave the cursor on the first position after the bold print should end. After step 2, every character will be printed bold until step 6 is done. See figure 22-3.

6. **Press BOLD Again.**
   A bold mark then displays to tell the printer to stop printing bold at that point. Do not use a bold mark for a space.

7. **To Later Delete Bold-facing, Delete Both Bold Marks.**
   Put the cursor on a bold mark and press DEL CHAR. Delete both the begin and end bold marks. A single bold mark tells OMEGA to start printing bold-face from where it is.

```
                        PAGE 1      LINE 10     CHAR 11
········}·v····}····}·······}········}·······}·······}··}·H··R········
              -THIS TITLE IS PRINTED BOLD-‹
          ‹
In this sentence, -"bold"- is printed in -bold- type both times. ‹
          ‹
   The following lines will be printed at the left margin in
bold type: ‹
  -‹
This line is printed in bold type.-‹
-Remember, a  bold mark does not use a space.-‹
  ▮
```
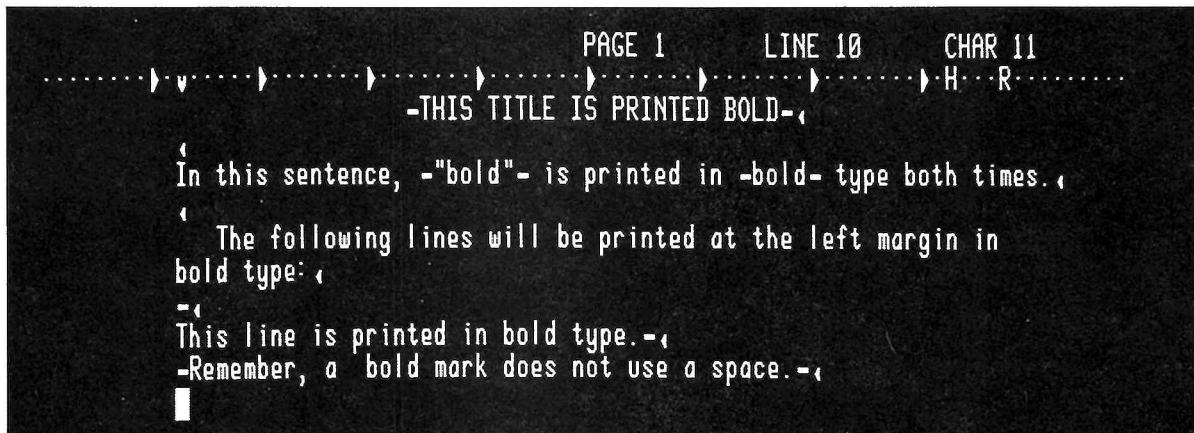
<u>Displayed</u> <u>on</u> <u>the</u> <u>Screen</u>

THIS TITLE IS PRINTED BOLD

In this sentence, **"bold"** is printed in **bold** type both times.

   The following lines will be printed at the left margin in
bold type:

This line is printed in bold type.
Remember, a bold mark does not use a space.

<u>Printed</u>

Figure 22-3. Bold-faced Text

HOW TO TURN OFF BOLD AND UNDERLINE MARKS

The steps in this section allow you to view your documents without the marks that display when you underline or bold-face text. These steps do not delete underlines or bold from a document.

1. **Press COMMAND.**

2. **Then Type "VU" (for "View Underline").**
   Bold and underline marks then turn off. Figure 22-4 shows what figure 22-1 looks like when its underline marks are turned off.

3. **Repeat Step 2 to Display the Bold and Underline Marks Again.**
   The marks then display.
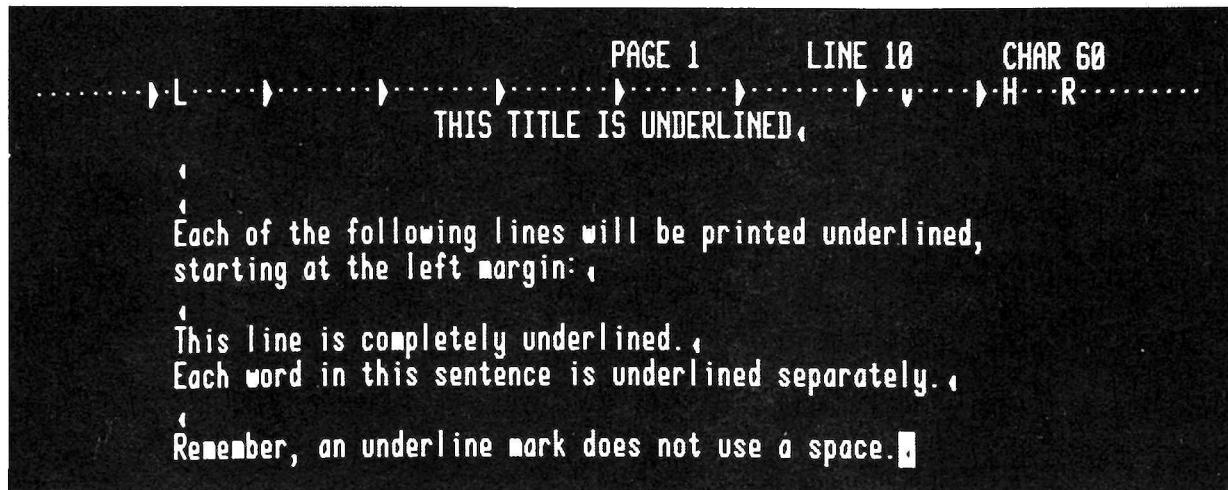
Figure 22-4. Underline Marks Turn Off with COMMAND "VU"

Chapter 23

HOW TO WORK WITH BLOCKS OF TEXT

How to Define a Block
How to Move a Block
How to Copy a Block
How to Print a Block
How to Save a Block
How to Delete a Block
How to Put a Block Into Another Document
Block Mode (Large Blocks)
Troubleshooting

A "block" is text enclosed by a pair of block markers. Once a block of text
has been defined it may be manipulated in several ways: It can be copied or
moved to another place in the document or another document. It may be printed,
deleted, or saved. Blocks are also used to define glossary terms (see chapter
24), and math instructions (see chapter 50).

There are two methods of performing block functions: in Normal Editing Mode,
for small blocks, or in Block Mode (not available on Omega Level A) for large
blocks. A small block is confined to the limits of temporary memory[1] (up to 1
page on Level A, or about 2 pages on Level B). A large block can be any
length.

See the first section to define a block of text. Then use the other sections
in this chapter to move, copy, print, delete, save, or recall it. At the end
of the chapter is a section entitled, "Troubleshooting" to be used if a block
function cannot be performed.

HOW TO DEFINE A BLOCK

Follow the steps in this section to define a block (enclose text in block mar-
kers). See the section, "Block Mode" before defining a large block of text.
Once a block is defined it may be manipulated using the block functions.

1. **Put the cursor at the beginning of the block.**
    Place the cursor on the first character or space that begins the block.

2. **Press BLOCK B (Begin).**
    A block end marker (right-arrow) is inserted at the cursor position. See
    figure 23-1. The arrow does not print if the document is printed.

3. **Put the cursor at the end of the block.**

4. **Press BLOCK E (End).**
    A block end marker (left-arrow) is inserted at the cursor position. See
    figure 23-1. The block is the text between the two arrows and is now de-
    fined. See the sections below to manipulate the block.

Note: If there are block markers already in the text within temporary memory,
each marker is erased automatically when a new block is defined.

----

[1]Temporary memory is the available space for typing or scrolling through text
before it must be saved on the disk. See chapter 16 for more details.

```
                              PAGE 1        LINE 45        CHAR 12
········▶·Lv···▶·····▶·····▶·····▶·····▶·····▶·····▶·····▶H····R·········

 ◀
No other sportswear store offers the 3% rebate and these
unique benefits.  And no other store offers you the
exclusive quality of fine sportswear that you find in
HAVERMINE.◀
→◀
By this time you may be wondering why we are able to offer
you so much more than any other sportswear store.  The
reason is quite simple.  The VIP Account is a new preferred
risk credit program designed solely for people like you who
have demonstrated their financial responsibility.◀    ､
←◀
Because we are very selective about who receives our VIP
Account invitations, we have decreased our credit risk and
operating costs.  The savings are passed on to you in
greater benefits.  That's why we can give you a 3% rebate on
every purchase and offer you the other features.◀
```

Figure 23-1.
A Block is Text Between Two Block Markers (Arrows)

HOW TO MOVE A BLOCK

Use these steps to move a block of text to another place in the document. All
trace mode markers within the block, such as margin or line spacing changes,
also move when the block moves.

1. **Define the block.**

2. **Put the cursor where the block is to be moved.**

3. **Press BLOCK (CTRL)MOVE.**
    The block is then moved from its old location to the cursor position. The
    cursor then displays at the end of the block. This function also erases
    the block markers.

HOW TO COPY A BLOCK

Follow the steps in this section to make a copy of a block of text elsewhere in the document. All trace mode markers within the block, such as indents or line spacing changes, are copied to the new copy location.

1. **Define the block.**

2. **Put the cursor where the block copy is to be inserted.**
   A copy of the block will be made at the cursor location.

3. **Press BLOCK (CTRL)COPY.**
   The block is then copied to the cursor location. Then the cursor displays at the end of the new text. The arrows defining the original block remain so other copies may be made. These arrows erase if a new block is defined; they do not affect the printed document.

HOW TO PRINT A BLOCK

Use these steps to print a block of text. This is a useful function for print-ing a certain portion of a document while it is displaying.

1. **Define the block.**

2. **Turn on the printer and position paper in it.**
   Set the paper on the first line to be printed.

3. **Press BLOCK PRINT.**
   The block then prints. Normal editing is not possible while the block is printing.

HOW TO SAVE A BLOCK

Use these steps to save a copy of a block of text as a separate document on a disk. This process does not erase the defined block from the first document.

1. **Define the block.**

2. **Press BLOCK SAVE.**
   The document stops displaying and a prompt says: "Please name this document:"

3. **Type a name for the block. Then press RETURN.**
   The block is then saved as a document on the disk whose index displayed last. To specify which disk to save the block on, type the letter of the drive to save on followed by a colon (A: B: C: D:, etc.). Then type the name for the block and press RETURN.

HOW TO DELETE A BLOCK

Use these steps to delete a block of text from the document. All trace mode markers within the block, such as margin or line spacing changes, also erase when the block of text erases.

1. **Define the block.**

2. **Press BLOCK (CTRL)DELETE.**
    The block markers and the text between them are deleted.

HOW TO PUT A BLOCK INTO ANOTHER DOCUMENT

Use these steps to insert a block of text into another document. All trace mode markers within the block, such as indents or line spacing changes, are copied with the block. Note that a copy of any document may be inserted into another document, by following steps 5-8 below.

1. **Define the block.**

2. **Press BLOCK SAVE.**
    The document stops displaying and a prompt says: "Please name this document:"

3. **Type a name for the block. Then press RETURN.**
    The block is then saved as a document on the disk whose index displayed last. To specify which disk to save the block on, type the letter of the drive to save on followed by a colon (A: B: C: D:, etc.). Then type the name for the block and press RETURN.

4. **SAVE the document the block came from.**

5. **RECALL the document the block is to be inserted into.**
    Use the procedure of "How to Recall a Saved Document" in chapter 7.

6. **Put the cursor where the block is to be inserted.**

7. **Press INDEX and put the cursor on the name of the block.**
    If the block is on a disk in another drive, press COMMAND INDEX, then type the drive letter and press RETURN.

8. **Press BLOCK RECALL.**
    A copy of the document the cursor was on is inserted into this document at the cursor position. The screen then shows the cursor at the end of the inserted document. Note that any document may be recalled; it does not need to be saved as a block first.

BLOCK MODE (LARGE BLOCKS)

Block Mode (not available on Omega Level A) is used to define and manipulate blocks of text that are larger than the limits of temporary memory.

1. **Press COMMAND BLOCK.**
    This enters block mode and a prompt says, "BLOCKMODE: (B)egin (E)nd, then MOVE, COPY, DELETE, SAVE, PRINT, MATH, GLOSSARY". See figure 23-2. Normal editing is not possible while in block mode. Only the cursor movement keys and the block function keys work.

2. **Put block markers at the Beginning and End of the block.**
    While in block mode, use the steps in the section, "How to Define a Block of Text", to surround the block with block markers.

3. **Perform block functions.**
    While in block mode, manipulate the block following the steps in one of the sections above.

4. **Press the RED key to exit Block Mode.**
    The Block Mode display disappears and returns the screen to Normal Editing Mode.

Note: Blocks that are very large or being moved a long distance may take some time to manipulate. A countdown shows at the top of the screen during this process.
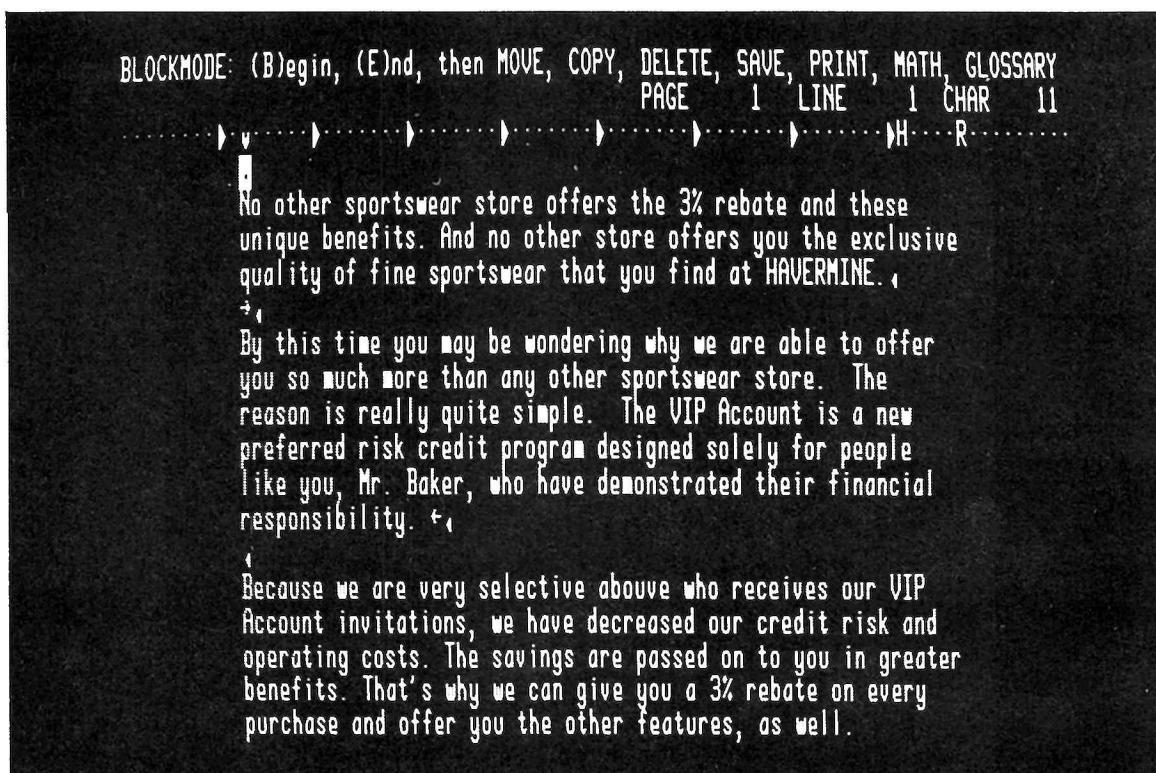
Figure 23-2. Block Mode Display

TROUBLESHOOTING

Use this section if a block function does not work correctly or if text does not align correctly after performing a block function.

BLOCK MOVE OR BLOCK COPY NOT WORKING:
When you try to move or copy a block sometimes a prompt says: "Block marker(s) not found - may be on disk. Press RETURN to continue." If this happens do the following:

1. Check to see that both block markers are there:

   a. If one or both markers was deleted, put the marker(s) in again and repeat the block function.

   b. If both markers are there, the problem may be that the block is larger than temporary memory and has scrolled onto the disk. Go to step 2.

2. If the block is larger than temporary memory do one of the following:

   a. Omega Level B -- Use Block Mode to define and manipulate the block.

   b. Omega Level A -- Save the block then recall it to the desired location:
   1) Press BLOCK SAVE. Then name the block and press RETURN.
       If the block is to be moved, press BLOCK DELETE when the document displays again, to remove the defined block from this location.
   2) Move the cursor to the location where the block is to be inserted.
   3) Press INDEX, move the cursor to the name of the block just saved, then press BLOCK RECALL.

   Note: If the block is too large to BLOCK SAVE, the block must be divided into smaller blocks, repeating step "b." after defining each small block.

BLOCK PRINT, BLOCK DELETE, OR BLOCK SAVE NOT WORKING:
When you try to print, delete or save a block, sometimes a prompt displays: "Block marker(s) not found - may be on disk. Press RETURN to continue." If this happens do the following:

1. Check to see that both block markers are there:

   a. If one or both markers was deleted, put the marker(s) in again and repeat the block function.

   b. If both markers are there, the problem may be that the block is larger than temporary memory and has scrolled onto the disk. Go to step 2.

2. **If the block is larger than temporary memory do one of the following:**

    a. Omega Level B -- Use Block Mode to define and manipulate the block.

    b. Omega Level A -- Divide the block into two or more smaller blocks:
        1) Define a smaller portion of the original block as a block.
        2) Perform the block function desired.
        3) Repeat steps 1 and 2 for each small block of text.

FORMATTING PROBLEMS:
Sometimes after performing a block function some of the text in the document does not align correctly. This happens when format markers have been inadvertently moved, copied or deleted.

1. **Move the cursor to the area where the text mis-aligns.**

2. **Press (CTRL) TRACE.**
    This enters trace mode, displaying any format markers there.

3. **Check the format markers to see that they are correct and in the right location:**

    a. Delete any format markers that are incorrect or in the wrong position.

    b. Insert any format markers that may have been moved or deleted.

4. **If the cursor is at the beginning of the document, check the settings in the Document Status.**
    Make changes in the document status settings where appropriate.

Chapter 24

HOW TO USE A GLOSSARY

A glossary is a document that contains long terms you use often. You give each term a short name; then you can recall the full terms to the screen with their short names. For example, you can recall your company's name or recall frequently used tab settings instead of typing them each time.

The first section of this chapter describes how to save the terms you type often. To recall the terms, see the second section.

The glossary document that OMEGA uses is the document named "GLOSSARY" on the Master Diskette. To use other glossary documents, see the third section of this chapter. To edit a glossary document, see the last section.

STEP ONE: SAVE THE TERM IN THE GLOSSARY

The steps in this section detail how to put what you type often into the GLOSSARY. To recall terms, see the second section.

The first part of this procedure is the same as defining a block of text, described in chapter 23. Do not make a term so long--more than a few pages--that it must be partly saved on diskette. Terms that are saved or partly saved on diskette cannot be used (see chapter 16).

NOTE: All trace mode markers within a term, such as margin or line spacing changes, become part of the term.

1. **Type the Term You Use Often.**
   Indents, tab settings, and other text with format markers (described in chapter 13) can be included.

2. **Tell OMEGA What Term Should Be Saved:**
   This is the same procedure as defining a block of text in chapter 23.

   a. **Place the Cursor at the Beginning of the Term.**
      That character or space will be the beginning of the term.

   b. **Press BLOCK; Then Press "B" (for "Begin").**
      This inserts a begin-block arrow at that point. See figure 24-1. The arrow does not become a space if the document is printed.

   c. **Place the Cursor at the End of the Term.**
      The cursor should be just after the last character or space. Do not make the term so long that part of it must be saved on diskette.

   d. **Press BLOCK; Then Press "E" (for "End").**
      This inserts the end-block arrow at that point. See figure 24-1.

3. **Press BLOCK; Then Press GLOSSARY.**
   A message then asks: "Type name of glossary term:"

```
Type name of glossary term: B█

                                         PAGE    1 LINE    1 CHAR   11
·····‥···▶·▾····▶····▌···▶·········▶·····▶····▶·······▶···▶H····R·········
         ▴
         ▴
      Me at →BREAKWATER FASHIONS←
```
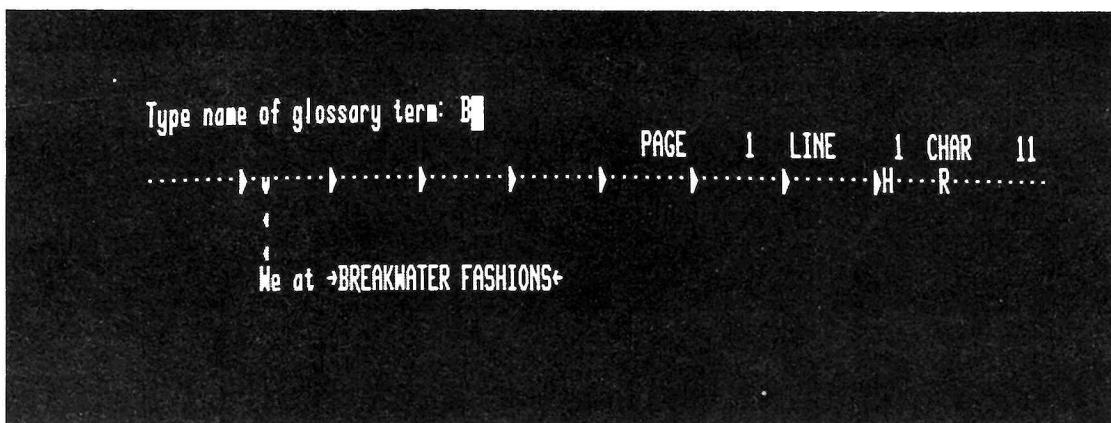
Figure 24-1. BLOCK, GLOSSARY Defines the Text

4. **Type a Name for the Term. This is the Name You Will Recall the Term With.**
   For example, type the first letter of your company's name. See figure 24-1.
   <u>If another term had previously been given that name, the name now stands</u>
   <u>for the latest term.</u>

5. **Press RETURN.**
   The text is then placed in the glossary document. To use the glossary to
   type, see the next section. To edit the glossary document, see the last
   section of this chapter.

<u>STEP TWO: USE THE GLOSSARY TO RECALL TERMS</u>

Follow these steps to recall terms from a glossary document. To use a dif-
ferent glossary document than GLOSSARY on the Master Diskette, see the next
section of this chapter.

1. **Place the Cursor Where You Want the Text to Appear.**
   Leave a space after other text on the line.

2. **Type the Name That Stands for the Term You Want to Type.**
   Leave the cursor just after the name, without a space in between. See fig-
   ure 24-2.

3. **Press GLOSSARY.**
   The term then displays on the screen.

```
                                    PAGE   1  LINE  8 CHAR  18
....·.L····)v···).·····)······)······).···)·.··)·····)··)H···R·······
         Mrs. Nancy Miller,
         2374 N. Cooper Avenue,
         Edina, Minnesota 55424,
           ،
           ،
         Dear Mrs. Miller, .
           ،
         We at B
```
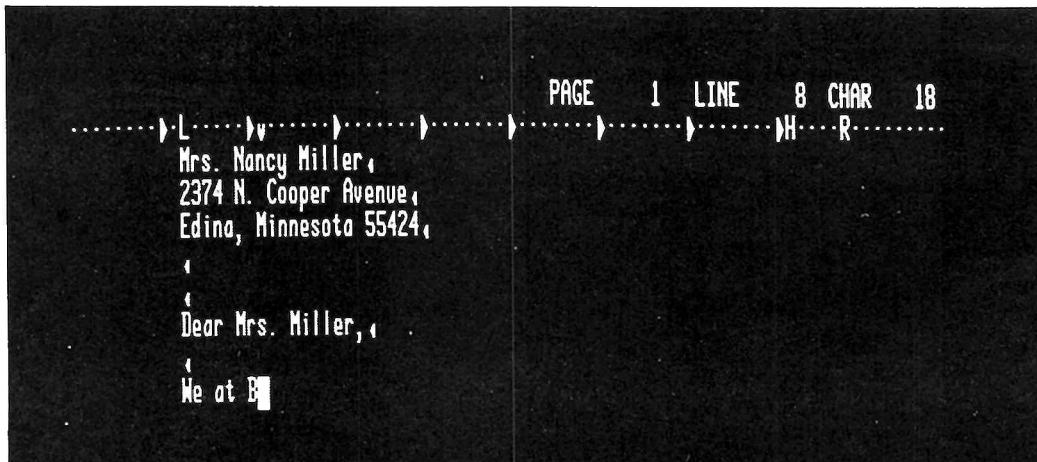
Figure 24-2. Press GLOSSARY to Recall the Text "B" Stands For

HOW TO CREATE AND USE A DIFFERENT GLOSSARY DOCUMENT

The steps in this section detail how to create and use additional glossary documents. You may have several glossary documents, but only one glossary can be used at a time.

Each time OMEGA is turned on, the glossary it will use is the first document it finds named "GLOSSARY". To set up a different starting glossary, create another document named "GLOSSARY" with the steps in the first part of this section; then save it in place of the original GLOSSARY.

HOW TO CREATE A DIFFERENT GLOSSARY DOCUMENT

Follow these steps to create a new glossary document. To use the new glossary, be sure to see the next part of this section.

1. Clear the Screen.
   If a document is on the screen, save it or erase it. See chapter 5 to save text, or chapter 8 to erase it.

2. Set the Left Margin to "1":
   A document with a left margin of "1" uses less space on a diskette. Follow these steps.

   a. Press STATUS Once.
      The document status menu one then displays.

   b. Put the Cursor on the Line "Left margin".

   c. Type "1".

    d. **Press RETURN to Set the "1".**

    e. **Press RETURN to RETURN to the Document.**
       The empty screen then returns.

3. **Press SAVE.**
   The empty document will be the glossary document. A message asks "SAVING TEXT: Please name this document."

4. **Do You Want to Save the Glossary on the Drive You Used Last?**
   A glossary is most useful if it is saved on the Master Diskette.

    a. **If Yes, Go to Step 5.**

    b. **If No, Type the Letter of the Drive You Want the Glossary Saved On.**

    c. **Follow the Letter of the Drive with a Colon.**

5. **Type a Name for the Glossary Document.**
   For example, name it "Glossary Two" or "GLOSSARY" or "Legal Terms".

HOW TO USE A DIFFERENT GLOSSARY DOCUMENT

Follow these steps to use a different glossary than the current glossary. Each time OMEGA is turned on, the glossary it will use is the first document it finds named "GLOSSARY".

1. **Display the Index of the Diskette That Has the Glossary You Want to Use.**
   Use the procedure in chapter 6.

2. **Put the Cursor on the Name of the Glossary.**

3. **Press GLOSSARY.**
   That document will now be used as the glossary. The document that was on the screen then returns to the screen.

4. **Follow the Steps in the First and Second Section to Use the Glossary.**
   The new glossary is used just like "GLOSSARY" is used.

HOW TO EDIT A GLOSSARY DOCUMENT

Follow these steps to add, change, or delete the terms or the names for terms in a glossary document.

1. **Clear the Screen.**
   If a document is on the screen, save it or erase it. See chapter 5 to save text, or chapter 8 to erase it.

2. **Recall the Glossary Document.**
   Use the procedure in chapter 7. Note that a field mark (a small open "e")
   begins and ends each term name and each term. See figure 24-3.

3. **To Add a Term and Add the Name for a Term, Do This:**

   a. **Place the Cursor at the Beginning of an Empty Line.**

   b. **Press COMMAND; Then Type "MF" (for "Make Field").**
      This places a field mark on the screen. A field is the text between two
      field marks. See figure 24-3.

   c. **Type the Name for the Term.**

   d. **Press COMMAND; Then Type "MF".**
      This puts a field mark on the screen. The name for the term must be
      between two field marks.

   e. **Type a Space. Then Press COMMAND and Type "MF".**

   f. **Type the Term.**

   g. **Press COMMAND; Then Type "MF".**
      The term is then between the second two field marks.
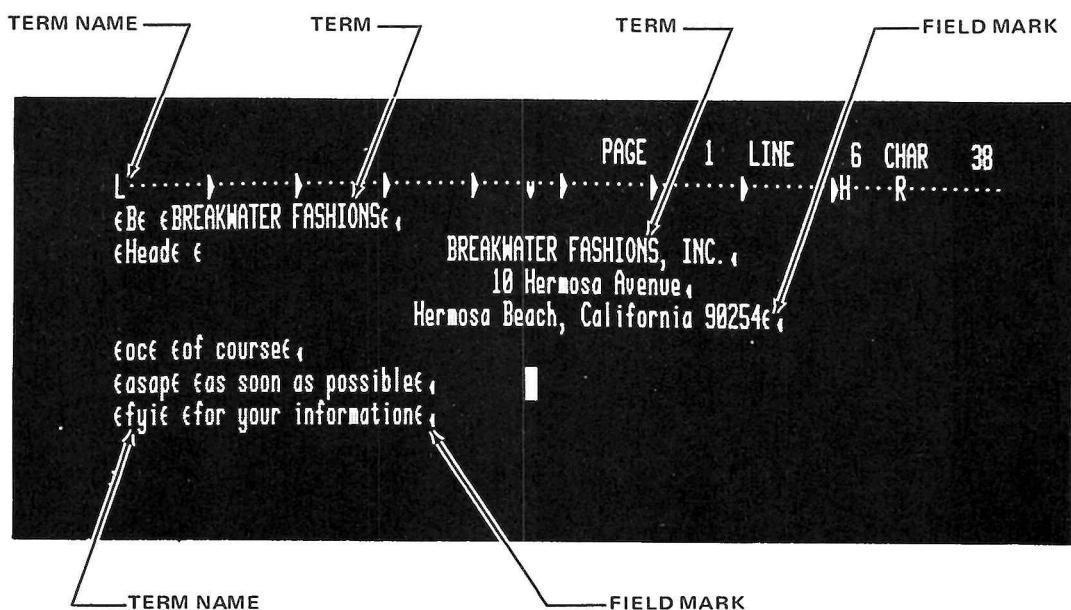
Figure 24-3. A Glossary Document

4. To Change a Term or the Name of a Term, Do This:

    a. Place the Cursor on the Term or Term Name.
    Each is between field marks (see figure 24-3). The term name is to the
    left of the term.

    b. Change the Term and Term Name as You Wish.
    If, by mistake, you delete a field mark, replace it: press COMMAND;
    then type "MF" (for "Make Field").

5. To Delete a Term, Delete Its Name Also.
Each is between field marks (see figure 24-3). The term name is to the
left of the term. Delete the term, the term name, and their field marks.

6. Press SAVE.
Save the document over the original.

Chapter 25

HOW TO PREPARE AND COPY A DOCUMENT DISK

How To Prepare A Document Disk
How To Copy More Than One Document From A Disk
How To Duplicate A Disk

This chapter tells how to prepare a new disk for saving documents on, how to copy multiple documents from one disk to another disk, and how to make a duplicate copy of a disk, called a back-up.

There are two ways to copy documents from one disk to another disk: The first, described in the second section of this chapter, copies the documents one after the other. This does not destroy documents already stored on the disk receiving the copies. The second, described in the third section, erases any existing documents off the disk being copied to and then puts a duplicate of the original disk onto it.

HOW TO PREPARE A DOCUMENT DISK

Follow the steps in this chapter to prepare a new disk for saving documents on. This procedure can also be used to erase all the documents on an old disk for re-use as a "new" disk. These steps will not erase a document that may be on the screen.

1. **Put the disk to be prepared in a disk drive.**
   The Omega Master Disk must remain in its drive for this function. Be sure the disk to be prepared is the correct disk; this procedure erases all documents on a used disk.

2. **Press COMMAND P D (Prepare Disk).**
   A prompt says, "Which disk would you like to prepare?".

3. **Type the letter of the drive containing the disk to prepare.**
   The left disk drive is drive A, the one to the right is B. Any others are C, D, etc.

4. **Be sure that letter is correct.**
   If there are documents on the disk in the drive designated, they will be deleted from the disk by this procedure. Check the location of the disk to be prepared by opening the drive doors and looking at the disk labels.

5. **Press RETURN.**
   A prompt says, "Please name the NEW disk:".

6. **Type a name for the disk, with these limitations:**

    a. Do not use any spaces; the name must be one word.

    b. Use only capital letters and numbers.

    c. Use up to eleven characters.

7. **Press RETURN.**
    Omega then prepares the disk. When it is finished a prompt says, "Open the NEW disk door, close it again and press RETURN to continue". Note that the disk will not be prepared and the above prompt will not appear if the disk was not given a valid name, as instructed in step 6 above.

8. **Open the door of the disk's drive, then close it again.**
    This seats the disk in its drive again. Reseating prevents Omega from using a disk and losing documents if the disk had been prepared off center.

9. **Press RETURN.**
    You can now continue using Omega.

HOW TO COPY MORE THAN ONE DOCUMENT FROM A DISK

To make a copy of a document onto the same disk or a different disk use the steps in chapter 7 under "How To Copy A Saved Document." To copy more than one document onto the same disk or a different disk use the steps below.

During this process the Omega Master disk must remain in its drive. Because of this, it is not possible to copy documents directly from one document disk to another document disk on a two disk drive word processor. The documents must first be copied from the document disk to the Omega Master disk. Then the other disk is inserted and the steps repeated to copy the documents from the Omega Master disk.

1. **Put the disk containing the documents to be copied in a disk drive. Then press COMMAND INDEX to display its index.**
    When a prompt says, "On which drive", type the letter of the drive and press RETURN.

2. **Put the cursor on the first document to be copied.**
    This document and all the documents listed below it will be copied until the RED key is pressed.

3. **Press COMMAND (CTRL)COPY.**
    A prompt says, "FROM THE CURSOR ON: Copy documents to which disk?".

4. **Insert the disk to put the copies on.**
    Be sure to leave the Omega Master disk in its drive. If copying from one document disk to another on a two disk drive system, the documents must first be copied from the document disk onto the Omega Master disk. Later they are copied from the Omega Master disk to another document disk.

```
FROM THE CURSOR DOWN:  COPY documents TO which disk? A█
Index for BFILE1       74 FREE PAGES
       DOCUMENT NAME                 AUT  CREATED    REVISED      PAGES
    Breakwater Fashions Ad                06/17/80 06/17/80 02:56P 2
    Contract Offer to Backwoodsman Co     07/01/80 09/11/80 02:11P 4
  →Bankruptcies Form Reply                08/10/80 10/15/80 10:14  1
    B                                     08/10/80 00/00/00 00:00  1
    Bankruptcies Mailing List             08/10/80 10/15/80 10:15  56
    Standard Address Label                08/10/80 08/10/80 01:18P 2
    Bankruptcies Selection Document 1     10/15/80 00/00/00 00:00  1
    Baker VIP Offer                       10/28/80 00/00/00 00:00  2
```

Figure 25-1. COMMAND (CTRL)COPY Copies the Documents From the Cursor Down

5. **Type the letter of the drive containing the disk to receive the copies. Then press RETURN.**
   The documents from the cursor are copied to the disk specified, An arrow displays beside each document as it is copied.

6. **To stop copying documents, press the RED key when an arrow displays beside the last document you want copied.**
   The last document copied will be the one with the last arrow beside it.

Note: Repeat the above steps if the document copies went on the Omega Master disk and are to be copied again to another document disk.

HOW TO DUPLICATE A DISK

At the end of each editing session, a duplicate (back-up) copy should be made of the document disk that was worked on. This insures that your documents will be recoverable if your original disk gets damaged or lost. Follow the steps in this section to make a duplicate copy of a disk.

If the disk receiving the copy already has documents on it, they will be erased during this process. Then the original disk is copied onto it. Be careful -- if the receiving disk is your Omega Master disk, it will be destroyed.

Do not use this method for copying some documents from one disk to another. In order not to delete the documents already on the disk receiving the copies, follow the steps in the previous section, "How To Copy More Than One Document From A Disk".

1. **Press COMMAND D I (Disk Image).**
   A prompt says, "Press RETURN when the proper disks are in place."

2. **Put the disk to be copied in a disk drive.**

3. **Put the disk to copy onto in another drive.**
   This can be a new disk or an old, unwanted disk to be re-cycled. If your word processor has two disk drives take out the Omega Master Disk and use its drive. This is the **only** time the Omega Master disk may be taken out of the word processor during its use.

4. **Press RETURN.**
   A prompt says, "Where is the OLD (FROM) Disk?"

5. **Type the letter of the drive containing the disk to be copied.**
   This is the original disk to be duplicated. Be careful to type the correct drive letter for the "old" disk. Check which drive it is in by opening the drive doors now and reading the disk labels. The left disk drive on the word processor is drive A, the next one to the right is B. Any others are C, D, etc.

6. **Press RETURN.**
   A prompt says, "Where is the NEW (TO) disk?"

7. **Type the letter of the drive containing the disk to put the copy on.**
   This can be a new disk, an unwanted disk to be re-cycled, or the disk used as a back-up copy. Be careful to type the correct drive letter for the "new" disk as everything currently on this disk will be **erased** during the duplicating process. Check which drive it is in by opening the drive doors and reading the disk labels. Be sure the TO disk drive does not contain the Omega Master disk. It will be destroyed if it is not removed from the TO disk drive.

8. **Press RETURN.**
   The red light on the drive holding the disk to copy to (TO or NEW) goes on and this disk is prepared. If there is any information on this disk it is erased at this time. After the disk is prepared a prompt says, "Open the NEW disk door, close it again, and press RETURN to continue".

9. **Open the drive door containing the disk just prepared, then close it again.**
   This seats the disk in its drive again. Reseating prevents Omega from using a disk and losing documents if the disk had been prepared off center.

10. **Press RETURN.**
    The disk then copies to the "new" disk. While the disk is copying, the top of the screen shows the total number of sectors on the disk. This number reduces as the information is copied to the other disk. When it reaches zero the copying process is finished. Then a prompt says, "Put the Master Disk back in and press RETURN."

11. **If the Omega Master disk was removed from its drive, re-insert it now.**

12. **Press RETURN.**
    This returns the screen to normal editing mode.

4. **Press RETURN Once.**
   A message then asks: "Where is the OLD (FROM) Disk?"

5. **Type the Letter of the Drive that Holds the Disk You Want Copied.**
   - This is the original disk you want to make a duplicate of.
   - The left disk drive on your Compucorp system is drive A, the next one to
     the right is B. Any others are C, D, etc.
   - If you are not sure where the FROM disk is, check its location by open-
     ing the drive doors and looking at the disk labels.

6. **Are You Sure That Letter Is Correct?**
   If that letter is incorrect, these steps may erase the disk you want
   copied.

7. **Press RETURN Once.**
   A message then asks: "Where is the NEW (TO) disk?"

8. **Type the Letter of the Drive that Holds the Disk You Want the Copy On.**
   - This is your back-up disk or another disk you want to receive the copy.
   - If you are not sure where the TO disk is, check its location by opening
     the drive doors and looking at the disk labels.
   - Be sure the TO disk drive does not contain the Omega Master Disk. It
     will be destroyed if it is not removed from the TO disk drive.

9. **Press RETURN Once.**
   Omega then prepares the disk being copied on, erasing any information that
   might be on it. This takes a moment. When it is finished, a message asks,
   "Open the NEW disk door, close it again, and press RETURN to continue".

10. **Open the Door of the Disk Being Copied Onto, Then Close It Again.**
    This seats the disk in its drive again. Reseating prevents Omega from
    using a disk, and losing documents, if the disk had been prepared
    off center.

11. **Press RETURN Once.**
    The disk then copies. While the disk is copying a display at the top of
    the screen shows the total number of sectors on the disk. This number re-
    duces as the information is copied over to the other disk. When it reaches
    zero the copying process is finished. Then a message asks, "Put the Master
    Disk back in and press RETURN."

12. **If You Removed the Omega Master Disk, Put It Back Now.**

13. **Press RETURN Once.**
    You can now continue using Omega.

Chapter 26

INTRODUCTION TO THE PRINTER STATUS

How to Display and Change the Printer Status
What the Printer Status Shows
How to Change the Printer Status Standard Format

Omega has a menu affecting the way a document is printed. This menu is called the Printer Status (see figure 26-1). The selections in the Printer Status may be reviewed and changed to determine such things as the number of copies to print or what page to start printing at.

This chapter describes the Printer Status selections, how to display and change them, and how to change their standard format.

```
              PRINTER STATUS
Wait between pages [Y/N]:........█..N
Multiply printed line spacing by:...1
Number of copies:...................1
Start printing with page #:.........1
Stop printing with page #:........999
First page of doc. is #:............1
Print optional text [Y/N]:..........N
Spaces added to left margin:........0
Printer:........................DIABLO
Baud rate:........................1200
```
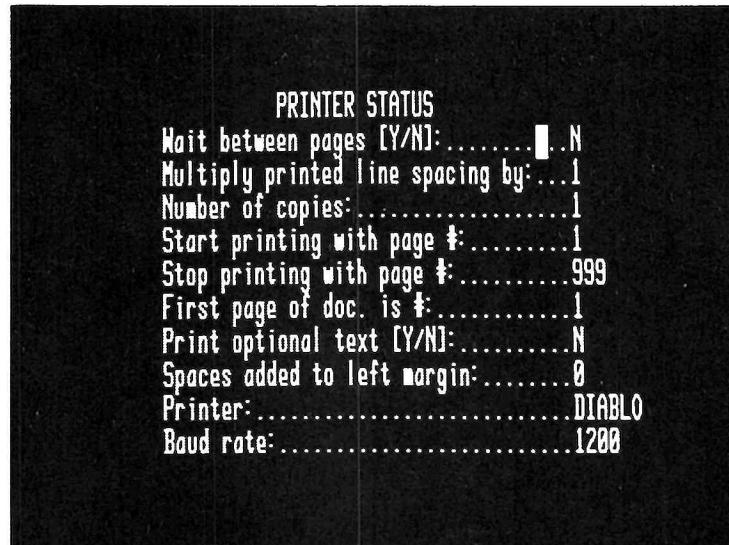
Figure 26-1. The Printer Status

HOW TO DISPLAY AND CHANGE THE PRINTER STATUS

The Printer Status may be displayed either from the screen or from the index, to check and change the settings before printing.

FROM THE SCREEN:
1. **Press STATUS three times.**
   The Printer Status then displays.   The Printer Status rotates with the Document Status menus every time STATUS is pressed.

2. **Change the desired settings in the Printer Status:**
   The next section of this chapter tells what each line means and where to look for more information. Repeat these steps for each setting to be changed.

   a. Put the cursor on the line of a setting to be changed.

   b. Enter the new setting.
      Use the BACKSPACE key to correct an error.

   c. Press RETURN to set it.

3. **Press RETURN to return to the screen.**
   The document then displays as it was. On Omega Level B the new settings remain until they are changed again; or until RECALL, CLEAR, or SAVE is pressed, when the settings return to their standard format (see, "How to Change the Printer Status Standard Format"). On Omega Level A the new settings remain until they are changed again; or Omega is re-started, when they return to their standard format.

FROM THE INDEX:
1. **Press STATUS.**
   The Printer Status then displays.

2. **Change the desired settings in the Printer Status:**
   The next section of this chapter tells what each line means and where to look for more information. Repeat these steps for each setting to be changed.

   a. Put the cursor on the line of a setting to be changed.

   b. Enter the new setting.
      Use the BACKSPACE key to correct an error.

   c. Press RETURN to set it.

3. **Press RETURN to return to the index.**
   On Omega Level B the new settings remain until they are changed again; or until RECALL, CLEAR, or SAVE is pressed, when the settings return to their standard format (see, "How to Change the Printer Status Standard Format"). On Omega Level A the new settings remain until they are changed again; or Omega is re-started, when they return to their standard format.

WHAT THE PRINTER STATUS SHOWS

This section describes what the Printer Status shows. Figure 26-1 shows the Printer Status menu.

Wait between pages [Y/N]
> Y will stop printing after each page, so the operator can insert the next sheet of paper before the printer starts printing again.
> N will print the pages continuously and is used when the printer has a sheet feeder or continuous paper.
> See chapter 27.

Multiply printed line spacing by
> The space between lines in the printed document is multiplied by the number set here. Only whole numbers may be used. This selection is used for double spacing (or more) the entire document, such as for rough drafts. See chapter 28.

Number of copies
> This determines how many copies of the document will be printed. See chapter 27.

Start printing with page #
> This determines which page the printer will start printing at. See chapter 27.

Stop printing with page #
> This determines the last page the printer will print. See chapter 27.

First page of doc. is #
> This determines the number of the first page in the document. When page numbers are specified in the document status, the printer prints this number on the first page (except the number 1). See chapter 30.

Print optional text [Y/N].
> Y will print sections of text marked as optional text.
> N will not print sections of text marked as optional text.
> See chapter 34.

Spaces added to left margin.
> This determines how many spaces the printer will move to the right before it starts printing the document at its left margin. See chapter 28.

Printer.
> This tells the kind of printer Omega is set to print on. The printer will not print correctly if the wrong printer is specified. See chapter 27.

Baud rate.
> This shows the communication rate to the printer (usually 1200 baud). Different printers need different baud rates. The printer will not print correctly if the wrong baud rate is used. See chapter 27.

HOW TO CHANGE THE PRINTER STATUS STANDARD FORMAT

The selection settings in the Printer Status when Omega is turned on are called the "standard format". These settings may be changed temporarily to print a document a certain way. On Omega Level B the settings return to their standard format after RECALL, CLEAR, or SAVE is pressed. On Omega Level A the settings return to their standard format when Omega is re-started. To change the standard format to reflect the most commonly used settings, follow these steps.

1. **While on the screen, press STATUS three times.**
    The Printer Status then displays.

2. **Change the desired settings in the Printer Status:**
    The previous section of this chapter tells what each line means and where to look for more information. Repeat these steps for every setting to be changed.

    a. Put the cursor on the line of a setting to be changed.

    b. Enter the setting to be the standard format.
        Use the BACKSPACE key to correct an error.

    c. Press RETURN to set it.

3. **Check both document status menus and change any settings for the new standard format.**
    The current settings in the document status menus are fixed as the standard format at the same time as the Printer Status (see chapter 17). Use step 2 above.

4. **Press RETURN to return to the screen.**
    The screen then displays.

5. **Check and change any tab stops (standard tab stops cannot be change in Omega Level A) for the new standard format.**
    The current tab stops (as displayed on the margin scale) are fixed as the standard format at the same time as the Printer Status (see chapter 15).

6. **Press COMMAND S F (Standard Format).**
    A prompt says, "Current STATUS will now be STANDARD FORMAT. Press RETURN to continue." If you decide not to fix these settings, press the RED key.

7. **Press RETURN.**
    The settings are then fixed as the standard format. Note that the system must be re-started for the new tab standard format to take effect.

USING THE PRINTER STATUS

How to Print on Continuous Paper or Single Sheets
How to Print More Than One Copy of a Document
How to Print Particular Pages of a Document
How to Specify Which Printer to Use

The Printer Status can be used to make changes in the way documents are printed. The Printer Status is described in chapter 26. This chapter shows how to change some of the settings in the Printer Status: change to hand feed paper or use continuous paper, print more than one copy, print particular pages of a document, and change to a different printer.

Note: On Omega Level B the changes made in the Printer Status remain until they are changed again, or until RECALL, CLEAR or SAVE is pressed, when the settings return to their standard format (see chapter 26). Re-starting Omega also returns the settings to their standard format. On Omega Level A the new settings remain until they are changed again or Omega is re-started, when they return to their standard format.

HOW TO PRINT ON CONTINUOUS PAPER OR SINGLE SHEETS

Follow the steps in this section to change the Printer Status to stop the printer after printing each page so paper may be inserted by hand, or to have the printer print without stopping, for using continuous paper or an automatic sheet feeder.

1. **Display the Printer Status:**

    a. From the screen, press STATUS three times.

    b. From the index, press STATUS once.

2. **Put the cursor on the selection: "Wait between pages [Y/N]".**
    The cursor can be anywhere on the line.

3. **Type Y̲ (for Yes) or N̲ (for No). Then press RETURN.**

    a. Type Y̲ to have the printer stop after each page so single sheets of paper can be inserted in the printer by hand.

    b. Type N̲ to print each page without stopping. This is used with continuous paper or an automatic sheet feeder.

4. **Press RETURN to return to the screen or index.**
    The document will now print as specified.

5. **When inserting single sheets by hand, press RETURN when the next sheet is ready to be printed.**
    If the Printer Status is set to wait between pages, the printer stops before it prints the next sheet and a prompt says: "Printer requests next sheet. Press RETURN to continue."

HOW TO PRINT MORE THAN ONE COPY OF A DOCUMENT

Follow the steps in this section to print more than one copy of a document each time PRINT is pressed.

1. **Display the Printer Status:**

   a. From the screen, press STATUS three times.

   b. From the index, press STATUS once.

2. **Put the cursor on the selection: "Number of copies".**
   The cursor can be anywhere on the line.

3. **Type the number of copies to be printed. Then press RETURN.**
   See figure 27-1. Backspace and re-type if you make a mistake. RETURN fixes the new setting.

4. **Press RETURN to return to the screen or index.**
   The number of copies set will now print.

```
               PRINTER STATUS
        Wait between pages [Y/N]:...........N
        Multiply printed line spacing by:...1
        Number of copies:...................5
        Start printing with page #:.........1
        Stop printing with page #:.........999
        First page of doc. is #:............1
        Print optional text [Y/N]:..........N
        Spaces added to left margin:........0
        Printer:...........................DIABLO
        Baud rate:.........................1200
```
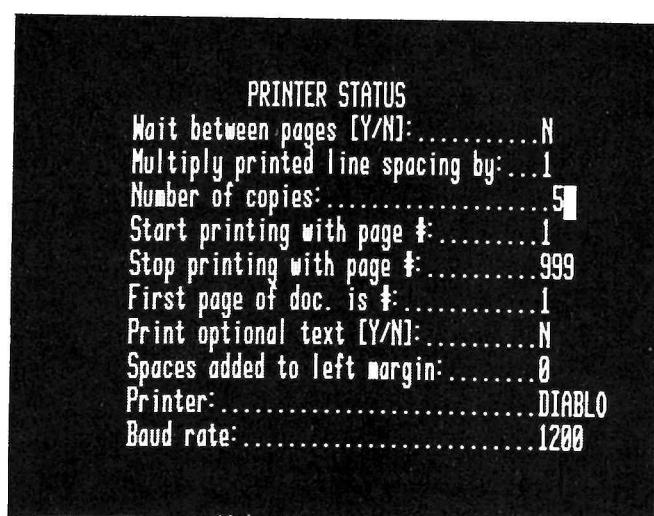
Figure 27-1. Five Copies Will Be Printed

HOW TO PRINT PARTICULAR PAGES OF A DOCUMENT

Follow the steps in this section to print particular pages of a document. This selection is useful when only part of a document was printed and you want to start printing again at a specific page, or when a page needs to be re-printed after an error was corrected.

1. **Display the Printer Status:**

   a. From the screen, press STATUS three times.

   b. From the index, press STATUS once.

2. **Put the cursor on the selection: "Start printing with page #".**

3. **Type the number of the first page to be printed. Then press RETURN.**
   If you make a mistake, backspace and re-type it. RETURN fixes the new setting. See figure 27-2.

4. **Put the cursor on the selection: "Stop printing with page #".**

5. **Type the number of the last page to be printed. Then press RETURN.**
   See figure 27-2.

6. **Press RETURN to return to the screen or index.**
   The pages set to print will now print.

7. **After pressing PRINT, reset the numbers.**
   The standard settings are start printing from page 1 and stop printing with page 999. These steps can be repeated while a document is printing. If the numbers are not reset, the same pages in the next document might be printed; or if the document does not have the same pages as specified in these settings, it will not print at all.

Note: If the first page of the document is not page 1, re-set the selection: "First page of doc. is #" to the number of the first page. Example: when a group of documents are to join up after printing, the page numbering may be continuous from the first document to the last document. Thus, the first page of the second document might be page 21 and this number would be entered.

```
               PRINTER STATUS
       Wait between pages [Y/N]:...........N
       Multiply printed line spacing by:...1
       Number of copies:...................1
       Start printing with page #:........3
       Stop printing with page #:..........5
       First page of doc. is #:............1
       Print optional text [Y/N]:.........N
       Spaces added to left margin:........0
       Printer:.......................DIABLO
       Baud rate:.......................1200
```
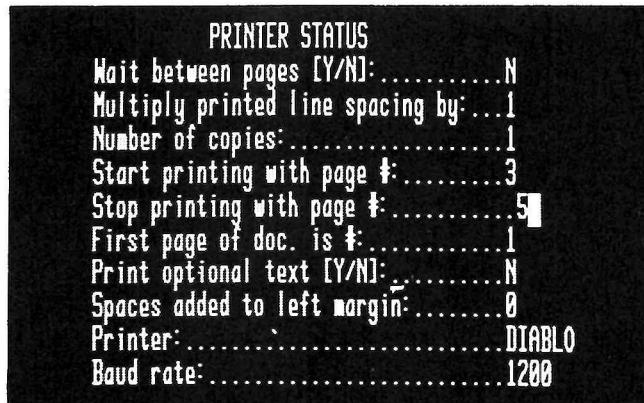
Figure 27-2. Pages 3 to 5 Will Be Printed

HOW TO SPECIFY WHICH PRINTER TO USE

Follow these steps to use a different kind of printer than the one labeled in the Printer Status. Note that when Omega is turned off and then re-started, the information in the Printer Status returns to the standard settings. See chapter 26 to change the standard settings.

1. **Display the Printer Status:**

   a. From the screen, press STATUS three times.

   b. From the index, press STATUS once.

2. **Put the Cursor on the selection: "Printer".**
   The cursor can be anywhere on the line.

3. **Type the name of the printer to be used, using one of the names below:**
   Your specific Omega Master Disk may have different printer names than these. The name to enter can be determined by a Compucorp representative.

       DIABLO
       NEC
       QUME
       COMPUCORP25
       ASCII - for other types of printers.

4. **Press RETURN to fix the new setting.**

5. **If the baud rate is changed, put the cursor on the selection: "Baud rate".**
   The baud rate is the rate of communication from the word processor to the printer.

6. **Type the baud rate of the printer. Then press RETURN to set it.**
   Most printers are set at 1200 baud. The instruction manual for the printer tells what baud rates can be used.

7. **Press RETURN to return to the screen or index.**
   The document will now print on the new printer.

HOW TO CHANGE THE SPACING ON THE PRINTED COPY

How to Change the Line Spacing with the Document Status
How to Multiply the Line Spacing with the Printer Status
How to Change the Character Spacing
How to Shift where the Printer Prints

This chapter shows how to change the spacing between each line when printed, changing the spacing between each character when printed, and moving the printer to the right before it begins to print. These changes to not affect the display of the document on the screen (unless using proportional spacing).

Line spacing is the distance between each printed line. There are two methods for changing the line spacing; in the Document Status where the spacing may be increased or decreased by tenths of a space and may affect just certain portions of the document, or in the Printer Status where the spacing is multiplied by whole spaces and is effective throughout the entire document.

Character spacing is the amount of space each character and the space around it uses. On a typewriter this is usually 10 or 12 characters per inch and is called the "pitch". 10, 12 and 15 pitch can be used on Omega. Also available on Omega Level B is proportional spacing (see chapter 65).

HOW TO CHANGE THE LINE SPACING WITH THE DOCUMENT STATUS

Follow the steps in this section to change the amount of space that will be printed between lines. The spacing can be varied anywhere in the document. This method puts a format marker in the document where the line spacing is changed.

1. **Put the cursor on the line where the new spacing is to start.**
   This can be at the beginning of the document or on the first line of the section to be changed. Repeat these steps to change the spacing back to its original setting.

2. **Press STATUS.**
   Document Status Menu One then displays. See figure 28-1.

3. **Put the cursor on the selection: "Line spacing [1, 1.5, 2, etc.]".**

4. **Type the amount of space between lines in decimals. Then press RETURN.**
   Type 0.5 for one-half spacing, 1 for single spacing, 1.5 for space-and-a-half spacing, 2 for double spacing, etc. RETURN fixes the new setting.

5. **Press RETURN to return to the document.**
   A format marker displays in trace mode where the new line spacing was set. The document will now print with the spacing as set.

Note: The line spacing can be varied even more by changing the selection, "Lines per inch [6 or 8]" in Document Status Menu Two. See table 28-1 below.

```
DOCUMENT STATUS MENU ONE
Document name:......................Baker VIP Offer
Author name:......................
Right justify [Y/N]:..............N
Left margin:......................11
Right margin:.....................71
Indent from left margin:..........3
Indent from right margin:.........0
Hot zone:.........................5
Page zone size:...................3
Line spacing [1,1.5,2, etc.]:......1.5
Insert or Replace Mode [I or R]:...I
Max. lines on the first page:......55
Max. lines on following pages:.....55
Hazy search and replace:..........Y
Search for:......................
Replace with:....................
```

Figure 28-1. Line Spacing Will Be "1.5"

TABLE 28-1 LINE SPACING & LINES PER INCH DISTANCES

The line spacing in a document may be varied. The lines per inch may also be varied and a combination of the two produce a wide range of line spacing sizes. This table shows the settings available (more are shown in Appendix B). The distance between lines is listed here in fractions of a line, fractions of an inch, and in tenths of an inch. The left half of the table shows the distance moved when the line spacing setting is used with lines per inch set at 6. The right half of the table shows the distance moved when the line spacing setting is used with lines per inch set at 8. Note that the line spacing may not be varied if using an ASCII printer.

| Line Spacing Setting | 6 LINES PER INCH | | 8 LINES PER INCH | |
	Fraction of Line Moved	Distance Moved (Inches)	Fraction of Line Moved	Distance Moved (Inches)
0.1	$\frac{1}{8}$	$\frac{1}{48} = .02$	$\frac{1}{6}$	$\frac{1}{48} = .02$
0.2	$\frac{1}{4}$	$\frac{2}{48} = \frac{1}{24} = .04$	–	– – –
0.3	$\frac{3}{8}$	$\frac{3}{48} = \frac{1}{16} = .06$	$\frac{1}{3}$	$\frac{2}{48} = \frac{1}{24} = .04$
0.4	–	– – –	–	– – –
0.5	$\frac{1}{2}$	$\frac{4}{48} = \frac{1}{12} = .08$	$\frac{1}{2}$	$\frac{3}{48} = \frac{1}{16} = .06$

Line Spacing Setting	6 LINES PER INCH		8 LINES PER INCH	
	Fraction of Line Moved	Distance Moved (Inches)	Fraction of Line Moved	Distance Moved (Inches)
0.6	$\frac{5}{8}$	$\frac{5}{48}$ = .1	$\frac{2}{3}$	$\frac{4}{48}$ = $\frac{1}{12}$ = .08
0.7	$\frac{3}{4}$	$\frac{6}{48}$ = $\frac{1}{8}$ = .125	—	— — —
0.8	$\frac{7}{8}$	$\frac{7}{48}$ = .15	$\frac{5}{6}$	$\frac{5}{48}$ = .1
0.9	—	— — —	—	— — —
1.0	1	$\frac{8}{48}$ = $\frac{1}{6}$ = .17	1	$\frac{6}{48}$ = $\frac{1}{8}$ = .125
1.1	$1\frac{1}{8}$	$\frac{9}{48}$ = $\frac{3}{16}$ = .19	$1\frac{1}{6}$	$\frac{7}{48}$ = .15
1.2	$1\frac{1}{4}$	$\frac{10}{48}$ = $\frac{5}{24}$ = .21	—	— — —
1.3	$1\frac{3}{8}$	$\frac{11}{48}$ = .23	$1\frac{1}{3}$	$\frac{8}{48}$ = $\frac{1}{6}$ = .17
1.4	—	— — —	—	— — —
1.5	$1\frac{1}{2}$	$\frac{12}{48}$ = $\frac{1}{4}$ = .25	$1\frac{1}{2}$	$\frac{9}{48}$ = $\frac{3}{16}$ = .19
1.6	$1\frac{5}{8}$	$\frac{13}{48}$ = .27	$1\frac{2}{3}$	$\frac{10}{48}$ = $\frac{5}{24}$ = .21
1.7	$1\frac{3}{4}$	$\frac{14}{48}$ = $\frac{7}{24}$ = .29	—	— — —
1.8	$1\frac{7}{8}$	$\frac{15}{48}$ = $\frac{5}{16}$ = .31	$1\frac{5}{6}$	$\frac{11}{48}$ = .23
1.9	—	— — —	—	— — —
2.0	2	$\frac{16}{48}$ = $\frac{1}{3}$ = .33	2	$\frac{12}{48}$ = $\frac{1}{4}$ = .25

HOW TO MULTIPLY THE LINE SPACING WITH THE PRINTER STATUS

Follow the steps in this section to use the printer status to multiply the amount of space printed between every line in a document. Only whole spaces are possible (2, 3, 4, etc.) This feature is useful for rough drafts. This method of changing line spacing does not put a format marker in the document.

1. **Display the printer status:**

   a. From the screen, press STATUS three times.

   b. From the index, press STATUS once.

2. **Put the cursor on the selection, "Multiply printed line spacing by".**

3. **Type the number the printed spacing is to be multiplied by. Then press RETURN.**
   Only whole numbers are acceptable (2, 3, 4, etc.). RETURN fixes the new setting.

4. **Press RETURN to return to the screen or index.**
   On Omega Level B the next document printed will have this line spacing. On Omega Level A all documents printed will have this line spacing until the setting is changed again, or until Omega is re-started.

```
                    PRINTER STATUS
          Wait between pages [Y/N]:..........N
          Multiply printed line spacing by:....2
          Number of copies:...................1
          Start printing with page #:.........1
          Stop printing with page #:.........999
          First page of doc. is #:............1
          Print optional text [Y/N]:.........N
          Spaces added to left margin:........0
          Printer:........................DIABLO
          Baud rate:........................1200
```
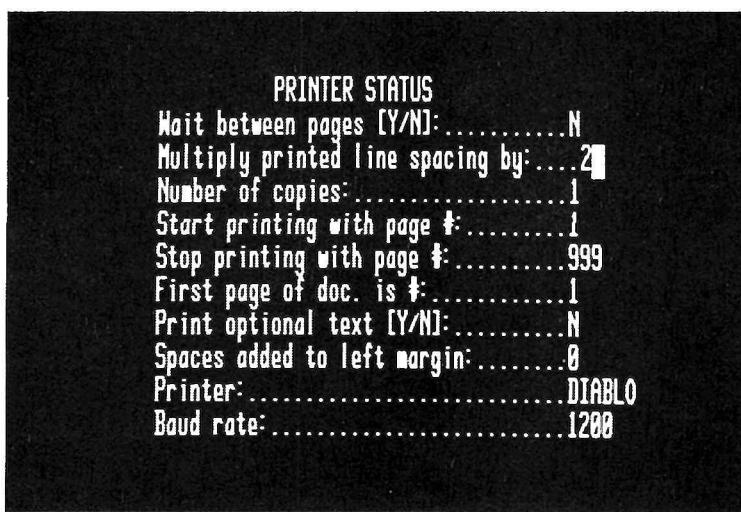
Figure 28-2. The Printed Line Spacing Will Be Multiplied by 2

HOW TO CHANGE THE CHARACTER SPACING

Character spacing is the space each character uses when printed. It is measured in characters per inch (called pitch) unless using proportional spacing (see chapter 65). This section shows how to change the character spacing in a document.

On Omega Level B the character spacing may be changed anywhere in the document. On Omega Level A the character spacing can only be changed at the beginning of the document and must be the same throughout. Note that the character spacing on an ASCII printer cannot be changed.

1. **Put the cursor on the first line to have the new spacing.**
   If using Omega Level A this must be on LINE 1 of the document.

2. **Press STATUS Twice.**
   Document status menu two then displays.

3. **Put the cursor on the selection: "Character spacing [10, 12, 15, PS]".**

4. **Type the new character spacing. Then press RETURN to set it:**
   See figure 28-3. See chapter 65 for proportional spacing.

   <u>10</u> for 10 characters per inch (pica)
   <u>12</u> for 12 characters per inch (elite)
   <u>15</u> for 15 characters per inch
   <u>PS</u> for proportional spacing (not available on Omega Level A)

5. **Put the cursor on the selection: "Print wheel" (not available on Omega Level A).**
   If using Omega Level A, go to step 7.

6. **Type either the print wheel name, "ASCII" or "SELECTRIC":**

   a. Type the name of the print wheel. If that print wheel is not available on the disk, a prompt says: "That document was not found. Press RETURN to continue."
      1) Press COMMAND PW (Print Wheel) to see the print wheels available on a disk. Each wheel listed has a corresponding printer. This must be the printer specified in the Printer Status when entering the print wheel name.

   b. If the disk doesn't have the print wheel you want, type <u>ASCII</u> (if the keyboard has a greater-than sign > above the period) or <u>SELECTRIC</u> (if the keyboard shows two periods, one above the other, on the period key). This specifies a non-special print wheel so any print wheel may be used, but the characters and their spacing may not print exactly as desired.

7. **Press RETURN to return to the screen.**
   The document will print at the character spacing set.

```
DOCUMENT STATUS MENU TWO
Page numbers [T,B or N]:............N
# of lines from text for page #:....3
Col. for page # [#,C,L,R,A]:........C
Print form [Y/N]:...................Y
Character spacing [10,12,15,PS]:....12
Lines per inch [6 or 8]:............6
Continuous footnote numbers [Y/N]:..N
Footnotes at end of document [Y/N]:.N
Paper length, lines:...............66
Shadow or Multihit bold? [S/M]:.....S
Multihit bold - # of hits:..........4
Overstrike character:...............-
Print wheel:........................
```

Figure 28-3.   Changing the Print Spacing

Note: PS and the Print Wheel selection do not appear on Omega Level A.

HOW TO SHIFT WHERE THE PRINTER PRINTS

Use these steps to have the printer shift to the right before printing the document at the left margin. This saves the trouble of moving the paper, the automatic sheet feeder or the tractor feed position.

1. **Display the printer status:**

    a. From the screen, press STATUS three times.

    b. From the index, press STATUS once.

2. **Put the cursor on the selection, "Spaces added to left margin".**

3. **Type the number of spaces the left margin should move right.**

4. **Press RETURN to set the number.**

5. **Press RETURN to return to the document or index.**
    On Omega Level B the next document printed will shift this distance. On Omega Level A all documents printed will shift this distance until the setting is changed again, or until Omega is re-started.

Chapter 29

HOW TO SET PAGES

This chapter describes how to divide a document into pages. You can set page divisions yourself, or page divisions can be suggested or set for you by OMEGA.

HOW YOU CAN SET PAGES

If you want to choose the page lengths and set the page divisions in a document yourself, follow the steps in this section. To have OMEGA suggest or select page divisions for you, see the next sections.

You can set two kinds of page divisions with the steps in this section. One kind may be relocated if you later set pages with the procedures in the next sections. The other kind of page division cannot be moved by the steps in the next sections; it allows you to set short pages and still have OMEGA help you set standard page lengths for other pages.

1. **Note the Number of Single Spaced Lines You Want Printed on a Page.**
   If the page is not single spaced, note the number of single spaced lines it would use. Multiple line spacing is detailed in chapter 28.

2. **Note or Change the Maximum Number of Lines Allowed on the Page.**
   OMEGA will <u>not</u> print more lines on a page than the maximum number of lines per page shown in the document status. See the last section of this chapter to change those numbers.

3. **Place the Cursor on the Last Line You Want on the Page.**
   Choose a line within the maximum number of lines for a page. The page and line number the cursor is on is shown at the top of the screen.

4. **Allow for Extra Lines if Single Spacing Was Not Used Throughout the Page.**
   The line number at the top of the screen shows the single spacing of the screen. Move the cursor up the number of extra lines added by multiple spacing.

   For example, if there are four lines with 1.5 spacing on the page, move the cursor up the two extra lines not shown by the line number.

5. **To Set the End of a Page That is of Average Length, Do These Steps:**
   This kind of page line may be moved if you later use the steps in the next sections to have OMEGA select or suggest page divisions.

   a. **Press COMMAND.**

   b. **Then Type "EP" (for "End Page").**
   A page line then displays on that line. See figure 29-1.

```
                              PAGE 2      LINE 12      CHAR 11
·········▶·▾···▶·····▶·····▶······▶······▶·····▶·····▶H···R·····
        No other sportswear store offers the 3% rebate and these
        unique benefits.  And no other store offers you the
        exclusive quality of fine sportswear that you find in
        HAVERMINE.▪
▾────────────────────────────────────────────────────────────
        By this time you may be wondering why we are able to offer
        you so much more than any other sportswear store.  The.
        reason is quite simple.  The VIP Account is a new preferred
        risk credit program designed solely for people like you who
        have demonstrated their financial responsibility.▪

        ▪
        Because we are very selective about who receives our VIP
        ·Account invitations, we have decreased our credit risk and
        operating costs.  The savings are passed on to you in
        greater benefits.  That's why we can give you a 3% rebate on
        every purchase and offer you the other features.▪
        ▮
```

Figure 29-1. A Page Line in a Document

6. **To Set a Short Page, Do These Steps.**
   This kind of page line will not be erased if you later have OMEGA select or
   suggest page divisions.

   a. **Press COMMAND.**

   b. **Then Type "RP" (for "Required Page").**
      A page line then displays on that line.

7. **Repeat These Steps for Each Page.**

HOW TO HAVE OMEGA SUGGEST PAGE DIVISIONS

   Follow the steps in this section to have OMEGA suggest page divisions to
you.   Also, repeat these steps after changes have been made in the length of
pages in a document.
   OMEGA suggests page endings based on the standard page length information
shown in the document status. To change that information, see the last sec-
tion in this chapter.

1. **Put the Cursor In the Page You Want to Begin With.**
   OMEGA suggests page divisions beginning from the page line before the cur-
sor, or from the beginning of the document if there is no previous page
line.

2. **Note or Change the Standard Page Length Information in the Document Status.**
Page endings are suggested based on information shown in the document status. See the last section of this chapter to change that information.

3. **Press PAGINATE.**
The cursor then moves to a line that OMEGA has selected as being acceptable for the last line of the page. And a message at the top of the screen asks: "Press RETURN when the cursor is on the last line of the page." See figure 29-2.

NOTE: The page ending OMEGA suggests allows for extra space between the lines from multiple line spacing. The line number at the top of the screen shows only the single spacing on the screen.

4. **Place the Cursor on the Line You Want to End That Page.**
If the line OMEGA has selected for the last line of the page is all right, leave the cursor there. If another line is better, move the cursor up or down to that line.

NOTE: OMEGA will not allow you to move the cursor down farther than the maximum number of lines for the page as shown in the document status.

5. **Press RETURN to Set the Page Line.**
A page line is then put on that line. See figure 29-1.

The cursor then moves to a line that OMEGA selects as being acceptable for the last line of the next page.

6. **Repeat Steps 4 and 5 to the End of the Document.**
You do not have to press RETURN at the end of the document.

7. **If You Want to Interrupt Setting Pages, Press the Red Key.**
OMEGA then stops setting or suggesting page divisions. To continue, begin with step 1 again.

Press RETURN when the cursor is on the last line of the page.
PAGE   1 LINE   6 CHAR   11

No other sportswear store offers the 3% rebate and these unique benefits. And no other store offers you the exclusive quality of fine sportswear that you find in HAVERMINE.

By this time you may be wondering why we are able to offer you so much more than any other sportswear store. The reason is quite simple. The VIP Account is a new preferred risk credit program designed solely for people like you who have demonstrated their financial responsibility.

Figure 29-2. The Arrow Suggests a Page End

HOW TO HAVE OMEGA SET PAGES FOR YOU

Follow the steps in this section to have OMEGA divide a document into pages for you. Also repeat these steps to reset page divisions after changes have been made in the length of a document.

OMEGA sets page endings based on the standard page length information shown in the document status. To change that information, see the next section of this chapter.

1. Place the Cursor In the Page You Want to Begin With.
OMEGA will set page divisions beginning from the page line before the cursor, or from the beginning of the document if there is no previous page line.

2. Note or Change the Standard Page Length Information in the Document Status.
OMEGA will set page endings based on information shown in the document status. See the next section of this chapter to change that information.

3. Press COMMAND.

4. Then Press PAGINATE.
OMEGA then scrolls through the document and sets all of the page endings according to the standard page length information.

5. If You Want to Interrupt Setting Pages, Press the Red Key.
OMEGA then stops setting or suggesting page divisions. To continue, begin with step 1 again.

HOW TO CHANGE THE STANDARD PAGE SIZE SETTINGS

Follow the steps in this section to change the page size information. OMEGA uses this information to select and suggest page divisions, and to limit the number of lines that will be printed on a page.

1. Place the Cursor on the First Line of the Document.

2. Press STATUS Once.
The document status menu one then displays.

3. Select the Number of Single Spaced Lines You Would Allow on the First Page:
The number shown after "Max. lines on the first page" sets the maximum number of single spaced lines that can be printed on the first page.

    a. Place the Cursor on the Line "Max. lines on the first page".
    The cursor can be anywhere on the line.

    b. Type the Maximum Number of Lines You Want on the First Page.
    See figure 29-3.

c. Press RETURN to Set the Number of Lines.

4. **Select the Maximum Number of Single Spaced Lines on the Following Pages:**
The number shown after "Max. lines on following pages" sets the maximum number of lines that can be printed on the pages after the first page.

a. **Place the Cursor on the Line "Max. lines on following pages".**
The cursor can be anywhere on the line.

b. **Type the Number of Lines You Want on Other Pages.**
Type the number of lines you want to be printed on the pages after the first page of the document.

c. **Press RETURN to Set the Number of Lines.**

5. **Select the Size of the Page Zone.**
The "page zone" is used to choose a page division that falls within a paragraph. The paragraph will be divided so the number of lines on each page is at least the number shown after "Page zone size".

a. **Place the Cursor on the Line Labeled "Page zone size".**
The cursor can be anywhere on the line.

b. **Type the Page Zone Size.**
A good number is 3.

c. **Press RETURN to Set the Page Zone Size.**

6. **Press RETURN to Return to the Document.**
The document now returns with the standard page size settings set.

```
          DOCUMENT STATUS MENU ONE
Document name:......................Baker VIP Offer
Author name:........................
Right justify [Y/N]:................N
Left margin:........................11
Right margin:.......................71
Indent from left margin:............3
Indent from right margin:...........0
Hot zone:...........................5
Page zone size:.....................3
Line spacing [1,1.5,2, etc.]:.......1.0
Insert or Replace Mode [I or R]:....I
Max. lines on the first page:.......40
Max. lines on following pages:......55
Hazy search and replace:............Y
Search for:.........................
Replace with:.......................
```
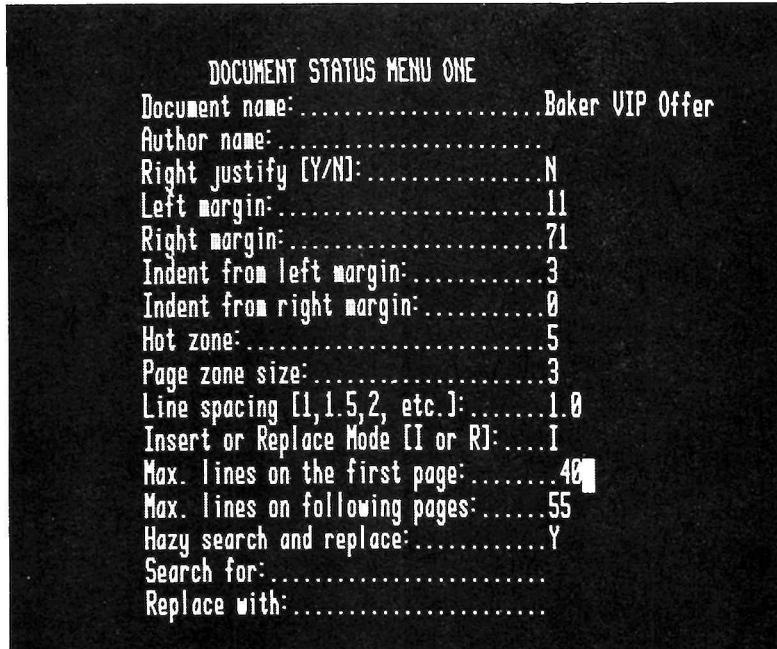
Figure 29-3. Changing Page Size Information

Chapter 30

HOW TO PRINT PAGE NUMBERS

Instead of typing page numbers in a document, you can have OMEGA put page numbers on each page when the document is printed. To have OMEGA do this, you first set in the document status where the numbers should be printed. Then, just before you print the document, you set in the printer status what the first page number should be.

If you want to use chapter-and-page numbers, as in this manual, or if you want page numbers in page headers or footers, see chapter 31.

SET THE LOCATION OF THE PAGE NUMBERS

Follow the steps in this section to select if and where page numbers will be printed in the document. These numbers will not display on the screen.

To select what the page numbers will be, see the next section.

1. **Place the Cursor on the First Line of the Document.**

2. **Press STATUS Twice.**
   The document status menu two then displays.

3. **Set Page Numbers to Print at the Top or Bottom of Pages, or to Not Print:**

   a. **Place the Cursor on the Line "Page numbers [T, B, or N]".**
      The cursor can be anywhere on the line.

   b. **Type "T" (for Top), "B" (for Bottom), or "N" (for None).**
      See figure 30-1. Backspace and retype if you make a mistake.

      1) Type "T" to print page numbers at the top of the page.

      2) Type "B" to print page numbers at the bottom of the page.

      3) Type "N" to not print page numbers in the document.

   c. **Press RETURN to Set the Letter.**

4. **Set How Many Lines from Text Page Numbers Should Be Printed:**

   a. **Place the Cursor on the Line "# of lines from text for page #".**

   b. **Type the Number of Lines the Page Numbers Should Be from Text.**
      The bottom of text is at the end of the maximum number of lines on the page, as set in the document status. Page numbers at the top of the page will be printed where the printer begins on the page. The top of text will be below the page number by the number set here.

   c. **Press RETURN to Set the Number.**

5. **Set the Horizontal Location of the Page Numbers:**

   a. **Place the Cursor on the Line "Col. for page # (#,C,L,R,A)".**

   b. **Type "L", "R", "A", "C", or a Column Number from the Printer's Scale.**
   Do one of the following. See figure 30-1.

   1) Type "L" (for "Left") to print page numbers at the left margin.

   2) Type "R" (for "Right") to print page numbers at the right margin.

   3) Type "A" (for "Alternate") to print page numbers alternately at the left margin and at the right margin. Odd numbered page numbers are printed at the right margin; even numbered page numbers are printed at the left margin.

   4) Type "C" (for "Center") to print page numbers in the center, halfway between both margins.

   5) Type a column number from the printer's scale to print page numbers at a certain column. If there is more than one scale, be sure to use the scale that has the same number as the character spacing of the document (as shown in the document status menu two).

   c. **Press RETURN to Set the Letter or Column Number.**

6. **Press RETURN to Return to the Document.**
   When the document is printed, page numbers will be printed where you set. To set the beginning page number, see the next section.

```
            DOCUMENT STATUS MENU TWO
 Page numbers [T,B or N]:.............B
 # of lines from text for page #:....3
 Col. for page # (#,C,L,R,A):.........C
 Print form [Y/N]:....................Y
 Character spacing [10,12,15]:.......10
 Lines per inch [6 or 8]: ...........6
 Continuous footnote numbers [Y/N]:..Y
 Footnotes at end of document [Y/N]:.N
 Paper length, lines:................66
 Shadow or Multihit bold? [S/M]:.....M
 Multihit bold - # of hits:..........4
 Overstrike character:...............-
```
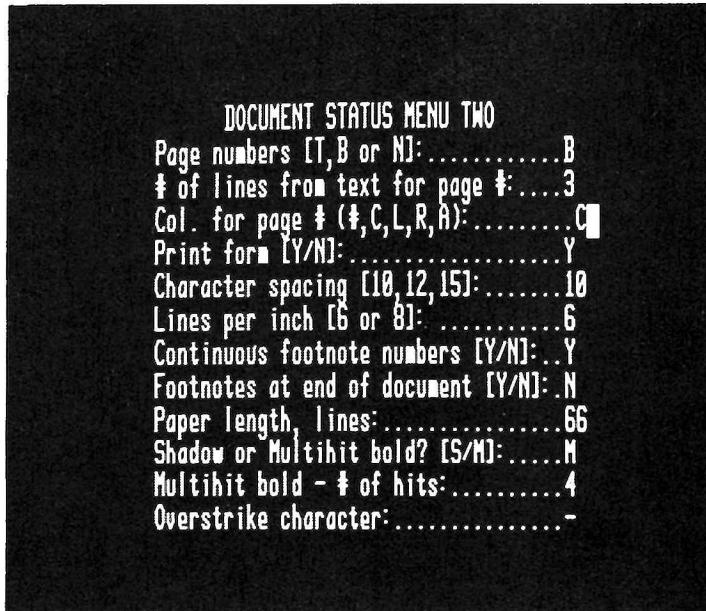
Figure 30-1. Page Numbers Will Be Printed at the Bottom in the Center

SET THE FIRST PAGE NUMBER

Follow the steps in this section just before you print a document that has had the location of page numbers set in it.
These steps set in the printer status what the number of the first page is. The following pages will be numbered consecutively.

1. Display the Printer Status.

a. If a document is on the screen, press STATUS three times.

b. If a diskette index is on the screen, press STATUS once.

2. Put the Cursor on the Line "First page of doc. is #".
The cursor can be anywhere on the line.

3. Type the Page Number of the First Page of the Document.
The following pages will be numbered consecutively. See figure 30-2.

4. Press RETURN to Set the Number.

5. Press RETURN to Return to the Document or Index.
The page numbers will now print as you set them. A first page number of "1" will not be printed on the first page.

```
            PRINTER STATUS
Wait between pages [Y/N]:...........N
Multiply printed line spacing by:...1
Number of copies:...................1
Start printing with page #:.........1
Stop printing with page #:.........999
First page of doc. is #:............26
Print optional text [Y/N]:..........N
Spaces added to left margin:........0
Printer:.........................DIABLO
Baud rate:........................1200
```
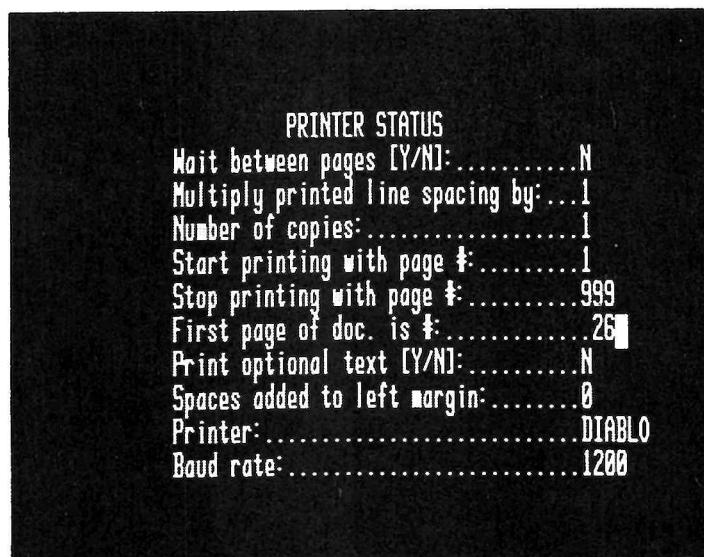
Figure 30-2. The First Page of the Document Will Be "26"

HOW TO TYPE PAGE HEADERS AND FOOTERS

Headers and footers, the captions at the top and bottom of pages, are a way to tell the reader where he is. You can have OMEGA put headers and footers on each page when the document is printed so you do not have to type them on each page. OMEGA can even place page numbers in the header or footer for you.

The number of lines headers and footers use <u>is</u> included within the maximum number of lines allowed on a page (explained in chapter 29).

The first section of this chapter tells how to print the same header or footer on each page. The second section tells how to print different headers or footers on left and right facing pages. To edit or delete headers or footers, see the third section.

HOW TO PRINT THE SAME HEADER OR FOOTER ON ALL PAGES

This section tells how to have OMEGA print the same header or footer on each page of a document. To print different headers or footers on left and right facing pages, see the next section of this chapter.

To print both headers and footers, follow these steps through for headers and then again for footers. These steps also tell how to include page numbers in a header or footer.

1. **Put the Cursor Before the Line the First Header or Footer Should Start On.**
   If a header should be printed on the first page, put the cursor on the first line of the document. Otherwise, put the cursor well before the place the first header or footer should start. This allows you to change where the page ends without moving the first header or footer.

2. **Type the Command for Headers or Footers:**

   a. **For Headers, Press COMMAND; Then Type "HA" (for "Header All Pages").**
      A blank screen then appears with the message "Header all". The document will return to the screen when step 6 is done.

   b. **For Footers, Press COMMAND; Then Type "FA" (for "Footer All Pages").**
      A blank screen then appears with the message "Footer all". The document will return to the screen when step 6 is done.

3. **Type the Text You Want in the Header or Footer.**
   See figure 31-1. Type the header or footer like an ordinary document. Format changes, such as an indent, will not affect the document.

4. **Type the Space Between the Header or Footer and the Text:**
   See figure 31-1. The space that separates the header or footer from the text must be typed here.

a. **For a Header, Type Blank Lines Below the Text of the Header.**
Type several empty lines below a header with the RETURN key.

b. **For a Footer, Type Blank Lines Above the Text of the Footer.**
Leave several lines without text at the top of the screen to separate a footer from the text on a page.

5. **To Include the Page Number in the Headers or Footers, Follow These Steps:**
The page number can be printed in each header and footer. This will not affect if and how page numbers will be printed elsewhere in the document (see chapter 30).

a. **Place the Cursor Where You Want the Page Number Printed.**

b. **Press COMMAND; Then Type "PN" (for "Page Number").**
A page number mark (an up-arrow) then displays. When the document is printed, the page number will be printed there. See figure 31-1.

c. **Just Before You Print the Document, Set the Beginning Page Number.**
See the second section of chapter 30.

6. **Press SAVE.**
The document then returns to the screen. A format marker (described in chapter 13) is set where you placed the cursor in the document in step 1. See figure 31-2.

7. **Be Sure the Page Length Includes the Length of the Header or Footer.**
The number of lines in a header or footer is counted among the number of lines allowed on a page. To increase the length of a page, see chapter 29.
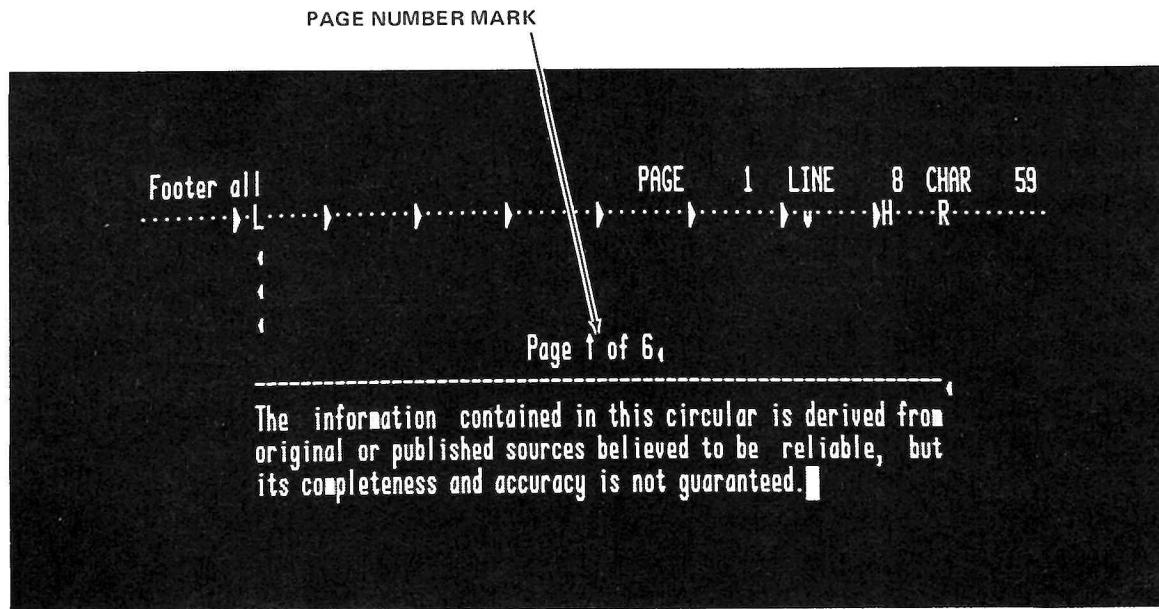
Figure 31-1. A Footer

HOW TO PUT DIFFERENT HEADERS OR FOOTERS ON LEFT AND RIGHT PAGES

This section tells how to have OMEGA print different headers or footers on odd and even pages. To print the same header or footer on each page of a document, see the first section of this chapter.

To print both headers and footers, follow these steps through for headers and then again for footers. These steps also tell how to include page numbers in headers or footers.

Table 31-1 shows the common uses for left and right headers. Footers are commonly used for chapter-and-page numbers and for lengthy information.

1. **Put the Cursor Before the Line a Header or Footer Should Start On.**
   If a header should be printed on the first page, put the cursor on the first line of the document. Otherwise, put the cursor well before a header or footer should start. This allows you to change where the page ends without moving the header or footer.

2. **Type the Command for the Header or Footer:**
   When this step is done, a blank screen appears so you can type the header or footer. The document will return when step 7 is done. Do one of the following:

   a. **For a Header on Odd Numbered Pages, Press COMMAND, Then Type "HR".**
      "HR" stands for "Header Right Page". A right page header is printed on odd numbered pages.

   b. **For a Header on Even Numbered Pages, Press COMMAND, Then Type "HL".**
      "HL" stands for "Header Left Page". A left page header is printed on even numbered pages.

   c. **For a Footer on Odd Numbered Pages, Press COMMAND, Then Type "FR".**
      "FR" stands for "Footer Right Page". A right page footer is printed on odd numbered pages.

   d. **For a Footer on Even Numbered Pages, Press COMMAND, Then Type "FL".**
      "FL" stands for "Footer Left Page". A left page header is printed on even numbered pages.

Table 31-1. Common Uses of Left and Right Headers

Left	Right
Chapter title	Chapter title
Chapter title	Subhead [last one on page]
Part title	Chapter title
Author [multiauthor books]	Chapter title
Appendix letter	Appendix title
Appendix	Appendix [if no title]
Bibliography	Bibliography
Bibliography	Section title

3. **Type the Text You Want in the Header or Footer.**
   See figure 31-1. Type the header or footer as you would an ordinary document. Format changes, such as an indent, will not affect the document.

4. **Type the Space Between the Header or Footer and the Text:**
   See figure 31-1. The space that separates the header or footer from the text must be typed here.

   a. **For a Header, Type Blank Lines Below the Text of the Header.**
      Type several empty lines below a header with the RETURN key.

   b. **For a Footer, Type Blank Lines Above the Text of the Footer.**
      Leave several lines without text at the top of the screen to separate a footer from the text on a page.

5. **Use the Same Number of Lines in Both Left and Right Headers.**
   To start printing the text of each page at the same place on each page, both left and right headers must have the same length.

6. **To Include the Page Number in the Headers or Footers, Follow These Steps:**
   The number of the page can be printed in the headers or footers. This will not change how page numbers are printed as set in the document status (see chapter 30).

   a. **Put the Cursor Where You Want the Page Number Printed.**

   b. **Press COMMAND; Then Type "PN" (for "Page Number").**
      A page number mark (an up-arrow) then displays. When the document is printed, the page number will be printed there. See figure 31-1.

   c. **Just Before You Print the Document, Set the Beginning Page Number.**
      See the second section of chapter 30.

7. **Press SAVE.**
   The document then returns to the screen. A format marker (described in chapter 13) is set where you placed the cursor in the document in step 1. See figure 31-2.

8. **Repeat Steps 1 to 7 for the Second Header or Footer.**
   The header or footer on the facing pages is typed with the same method.

9. **Be Sure the Page Length Includes the Length of the Header or Footer.**
   The number of lines in a header or footer is counted among the number of lines allowed on a page. To increase the length of a page, see chapter 29.

HOW TO STOP PRINTING A HEADER OR FOOTER

Headers are commonly omitted from pages containing only an illustration or table, and from chapter openings. The steps in this section detail how to not print a header or footer on a page by typing an empty header or footer.

1. **Put the Cursor Before Where the Header or Footer Should Not Print.**
   The cursor should be well before the place where the header or footer would be printed. This will allow you to change the ending of the page without changing where the header or footer should stop printing.

2. **Press COMMAND. Then Type the Letters for the Header or Footer:**
   After typing the letters for the header or footer, a blank screen appears. The document will return when step 4 is done.

   a. To omit a right header, type "HR" (for "Header Right Page").

   b. To omit a left header, type "HL" (for "Header Left Page").

   c. To omit a right footer, type "FR" (for "Footer Right Page").

   d. To omit a left footer, type "FL" (for "Footer Left Page").

   e. To omit a header for all pages, type "HA" (for "Header All Pages").

   f. To omit a footer for all pages, type "FA" (for "Footer All Pages").

3. **Type as Many Empty Lines as There are Lines in the Header or Footer.**
   Use the RETURN key to type as many lines as there are lines in the header or footer. These blank lines will print its place.

4. **Press SAVE.**
   This saves the empty header or footer. The document then returns to the screen.

5. **To Resume Printing the Header or Footer Later in the Document, Do This:**
   You can easily resume printing the header or footer with these steps.

   a. **While Holding Down CTRL, Press TRACE.**
      The document then displays in trace mode (described in chapter 13).

   b. **Put the Cursor on the Format Marker for the Header or Footer.**
      While holding down CTRL, press FIND ▌ to quickly move to the next format marker. The message line tells that it is a header or footer. See figure 31-2.

   c. **Use a Block Copy Procedure to Copy the Format Marker.**
      Use the procedure in the third or the last section of chapter 23 to copy the format marker to where the header or footer should resume printing.

HOW TO EDIT AND DELETE HEADERS AND FOOTERS

The steps in this section tell how to change the text in a header or footer and how to delete a header or footer.

1. **While Holding Down CRTL, Press TRACE.**
   OMEGA then operates in trace mode (explained in chapter 13).

2. **Put the Cursor on the Format Marker for the Header or Footer.**
   While holding down CTRL, press FIND █ to quickly move to the next format marker. The message line tells that it is a header or footer. See figure 31-2.

3. **To Edit a Header or Footer, Follow These Steps:**

   a. **Press RECALL.**
      The header or footer then displays on the screen.

   b. **Edit the Header or Footer as You Wish.**

   c. **Press SAVE.**
      The document then returns to the screen.

4. **To Delete Headers or Footers, Follow These Steps:**
   These steps erase the headers or footers in a document.

   a. **Press DEL CHAR.**
      The format marker and text in the header or footer then erases.

   b. **While Holding Down CRTL, Press TRACE.**
      OMEGA then returns to its normal mode.
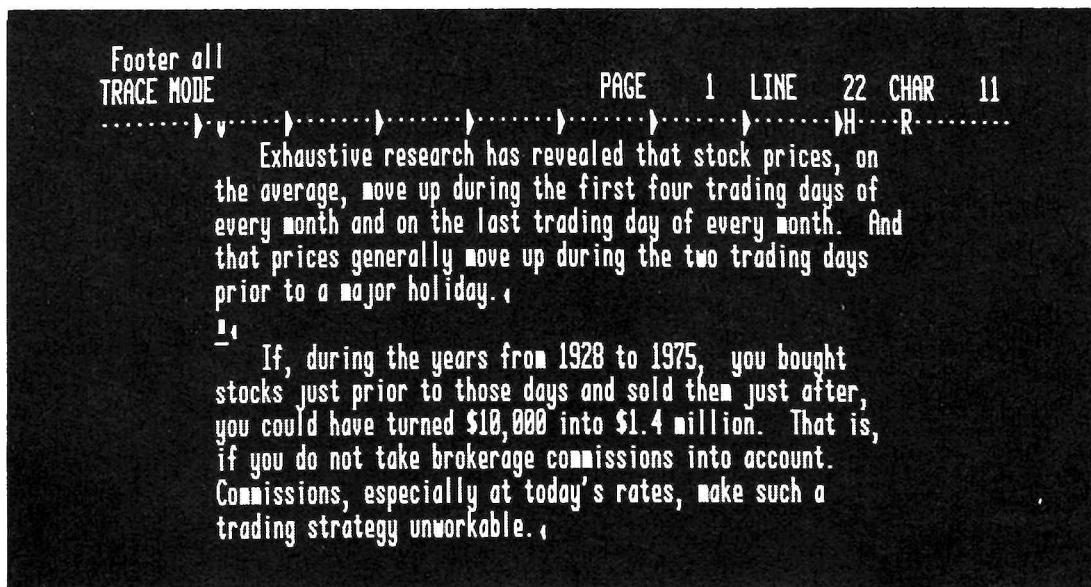
Figure 31-2. The Cursor Is On a Format Marker for a Footer

HOW TO TYPE FOOTNOTES

Instead of typing footnotes at the bottom of each page or at the end of a document, you can have OMEGA automatically number and put footnotes in the document when the document is printed. This allows you to easily change page endings when a document has footnotes, and allows you to add, delete, or move footnotes without renumbering other footnotes. If a footnote does not completely fit on a page, OMEGA prints the rest of it on the following page.

To add a footnote to a document, follow the steps in the first section of this chapter. Then see the second section to set how the footnotes will be printed. To edit or delete a footnote, see the third section.

HOW TO TYPE A FOOTNOTE

Follow the steps in this section to add a footnote to a document. Then set how it will be printed with the steps in the second section of this chapter. To edit or delete a footnote, see the third section.

1. **Put the Cursor Where the Number of the Footnote Should Appear in the Text.**
   The proper place for a footnote number is just after a quotation, and wherever possible it should be at the end of a sentence, or at least at the end of a clause. It should be after any punctuation marks, except a dash.

2. **Press COMMAND; Then Type "FN" (for "Footnote").**
   A blank screen then appears with the message "Footnote" at the top of the screen. The document will return to the screen when step 4 is done.

3. **Type the Footnote:**
   See figure 32-1.

   a. **Begin Typing the First Line at the Left Margin.**
      When the footnote is printed, the footnote number will be printed at the left margin.

   b. **Do Not Type the Number of the Footnote.**
      The footnotes will be numbered for you. See the next section.

   c. **If the Format Should Be Different From the Document, Change It.**
      Line spacing, however, can only be 1. A format change in a footnote affects that footnote only.

4. **Press SAVE.**
   The document then returns. A merge mark (see figure 32-2) displays where you put the cursor in step 1. When the document is printed, the merge mark will be replaced by the footnote number.

5. **Repeat Steps 1 to 4 for Each Footnote in a Document.**

6. **Do the Steps in the Next Section.**
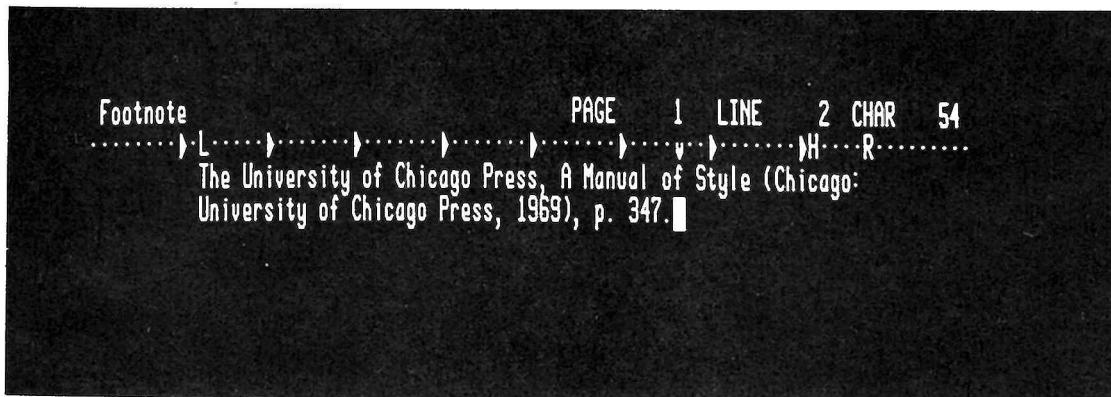
Figure 32-1. A Footnote
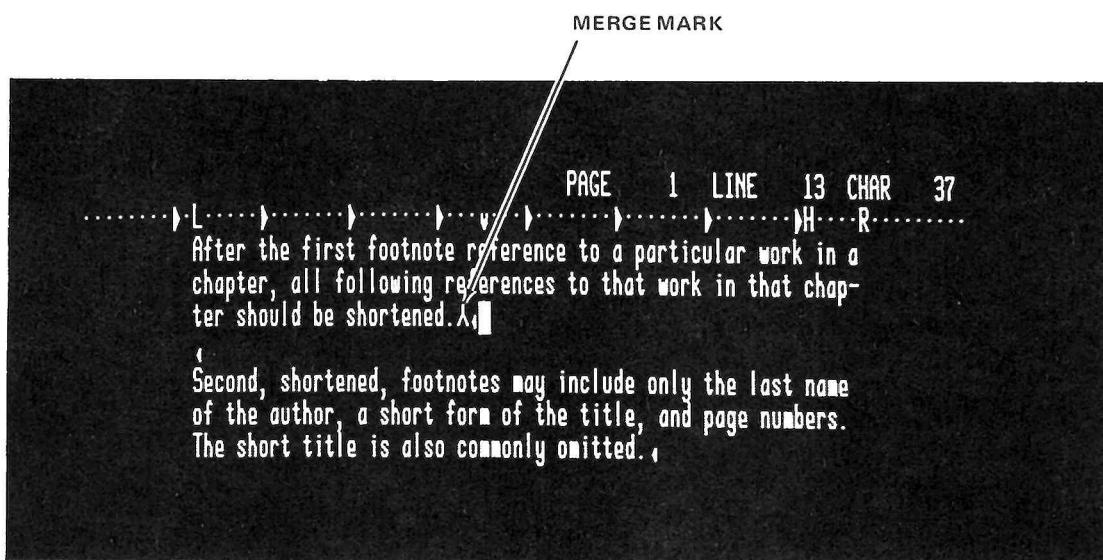
Figure 32-2. A Merge Mark Shows Where a Footnote Is

SET HOW FOOTNOTES WILL BE PRINTED

The footnotes you typed with the steps in the previous section can be printed at the bottom of each page, or at the end of a document. And they can be numbered from 1 at the beginning of the document or from 1 at the beginning of each page. Follow these steps.

1. **Place the Cursor on Line 1 of the Document.**

2. **Press STATUS Twice.**
   Document status menu two then displays. See figure 32-3.

3. Set Footnote Numbers to Begin on Each Page or to Be Continuous.
Footnote numbers can start from 1 at the beginning of the document or from
1 at the beginning of each page.

   a. Place the Cursor on the Line "Continuous footnote numbers [Y/N]".

   b. Type "Y" (for "Yes") or "N" (for "No"):

      1) Type "Y" to Print Continuous Footnote Numbers Through the Document.
      Footnotes will then be numbered from 1 on throughout the document.

      2) Type "N" to Start Footnote Numbers From 1 on Each Page.
      Footnote numbers will then begin from 1 on each page.

   c. Press RETURN to Set the "Y" or "N".

4. Set Where Footnotes Should Be Printed:
Footnotes can be printed at the bottom of each page, or at the end of the
document.

   a. Place the Cursor on the Line "Footnotes at end of document [Y/N]".

   b. Type "Y" (for "Yes") or "N" (for "No"):

      1) Type "Y" to Print Footnotes at the End of the Document.

      2) Type "N" to Print Footnotes at the Bottom of Each Page.

   c. Press RETURN to Set the "Y" or "N".

5. Press RETURN to Return to the Document.
The document then returns.

```
            DOCUMENT STATUS MENU TWO
       Page numbers [T,B or N]:...........B
       # of lines from text for page #:....3
       Col. for page # (#,C,L,R,A):........C
       Print form [Y/N]:..................Y
       Character spacing [10,12,15]:.......10
       Lines per inch [6 or 8]: ..........6
       Continuous footnote numbers [Y/N]:..Y
       Footnotes at end of document [Y/N]:..N
       Paper length, lines:................66
       Shadow or Multihit bold? [S/M]:.....M
       Multihit bold - # of hits:.........4
       Overstrike character:...............-
```
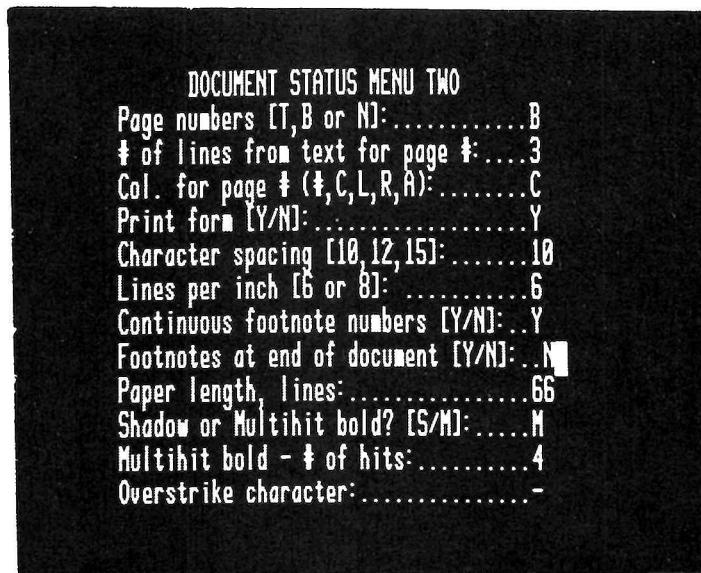
Figure 32-3. Footnotes Will Be Printed at the Bottom of Each Page

HOW TO EDIT, MOVE, COPY, OR DELETE A FOOTNOTE

Follow these steps to edit, move, copy, or delete a footnote.

1. **Display the Text That Has the Footnote.**
   A merge mark (an upside down "Y") indicates a footnote. See figure 32-2.

2. **While Holding Down CTRL, Press TRACE.**
   OMEGA then operates in trace mode (explained in chapter 13).

3. **Place the Cursor on the Format Marker for the Footnote.**
   The format marker for the footnote displays where the merge mark was. When
   the cursor is on the format marker, the message line reads "Footnote".

4. **To Edit the Footnote, Follow These Steps:**

   a. **Press RECALL.**
      The text of the footnote then displays on the screen. The document will
      return when step c is done.

   b. **Change the Footnote As You Wish.**
      Step 3 of the first section details how footnotes should be typed.

   c. **Press SAVE.**
      The document then returns to the screen.

5. **To Move or Copy the Footnote, Follow These Steps:**
   Use these block-move or block-copy procedures. Other block procedures,
   such as save (chapter 23) or glossary (chapter 24), can also be used.

   a. **Press BLOCK; Then Press "L" (for "Left").**
      A right-pointing arrow then displays to the left of the format marker.

   b. **Put the Cursor to the Right of the Format Marker.**
      Move the cursor right by one space.

   c. **Press BLOCK; Then Press "R" (for "Right").**
      A left-pointing arrow then displays to the right of the format marker.

   d. **Put the Cursor Where the Footnote Should Be Moved or Copied to.**

   e. **Press BLOCK.**

   f. **To Move the Footnote, Hold Down CTRL and Press MOVE.**
      The footnote format block then moves to where the cursor is.

   g. **To Copy the Footnote, Hold Down CTRL and Press COPY.**
      A copy of the footnote block then displays where the cursor is.

6. **To Delete the Footnote, Press DEL CHAR.**
   The footnote then erases.

7. **While Holding Down CTRL, Press TRACE.**
   OMEGA then leaves trace mode.

Chapter 33

HOW TO TEMPORARILY STOP PRINTING

Some documents require that you change the color of the printer ribbon or change the size of the print in the middle of a document. This chapter describes how to stop printing at a certain place in a document and even have OMEGA remind you what should be done at that point.

HOW TO TELL OMEGA WHERE TO STOP PRINTING

Follow these steps to tell OMEGA where it should stop printing and what it should remind you to do when it stops.

1. **Put the Cursor Where Printing Should Stop.**

2. **Press COMMAND; Then Type "SP" (for "Stop Printing").**
   A message then asks: "STOP PRINT: Enter message for typist:"

3. **Type a Reminder for What You Should Do at That Point.**
   For example, type: "Change to a Courier 12 print wheel". See figure 33-1.

4. **Press RETURN.**
   This puts a format marker (explained in chapter 13) at that point in the document. If you later want to remove the direction to stop printing, delete the format marker.

   Printing will now stop at that point. See the next section to print the document.
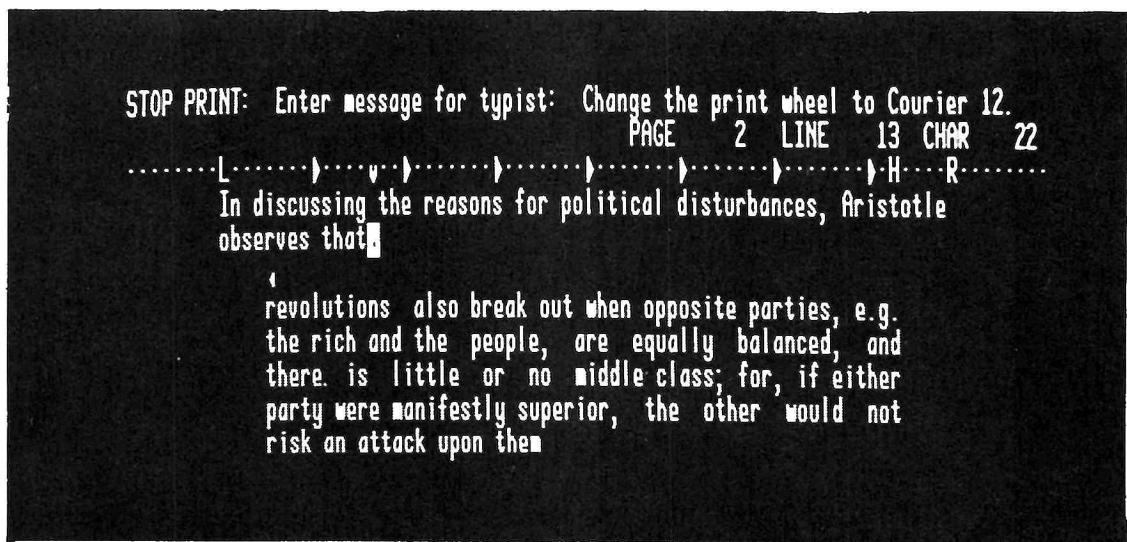
Figure 33-1. COMMAND "SP" Will Stop Printing Where the Cursor Is

HOW TO RESUME PRINTING

Follow these steps when a document stops printing and when the screen displays a message reminding you to do something.

1. **When the Document Stops Printing, Do What the Message Reminds You.**
   For example, if the message on the screen reminds you to change the print wheel, do that.

2. **Then Press RETURN.**
   The document then resumes printing.

Chapter 34

HOW TO NOT PRINT SECTIONS OF A DOCUMENT

Some documents have sections that you may not always want printed with the rest of the document, such as comments about what the document is for, or prices of a product. This chapter describes how you can choose to print or not print sections of a document when the rest of the document is printed.

Lines that are not printed do <u>not</u> leave blank space in the printed copy. Lines below are printed in their place.

To not print a section of a document, you need to first define what that section is.

DEFINE THE SECTIONS YOU DO NOT WANT TO PRINT

Follow these steps to define a section of text that you do not want printed with the rest of the document. Repeat these steps for each section.

1. **Place the Cursor on the First Position of the Optional Section.**

2. **Press COMMAND, Then Type "OT" (for "Optional Text").**
   This inserts the first (begin) optional text mark at that point. See figure 34-1.


```
                        PAGE 1        LINE 16       CHAR 70
········)·L····)·······)······)······)······)······)······)H···vR··········
         pThis is the contract with our distributors that has been
         approved by our lawyers.  Any change must be approved by
         them before we sign it.p‹
              CONTRACT‹

         ‹

         ‹
         This document is a contract between Breakwater Fashions Inc.
         of Hermosa Beach, California, and·····················
         of                        , an independent distributor,
         hereinafter known as "distributor".‹

         ‹
         The distributor agrees:‹

         ‹
         1. That on the 5th of each month he will remit to Breakwater
            Fashions, Inc. a territorial licensing fee of $ p450.00p█
```

Figure 34-1. The First Paragraph and "450.00" is Optional Text

3. **Do Not Use the Optional Text Mark for a Space.**
Type a space separate from an optional text mark. This mark does not become a space when the text is printed. On the screen, a line with an optional text mark can extend beyond the right margin.

4. **After the Mark, Type the Optional Text.**

5. **Leave the Cursor at the End of the Optional Text.**

6. **Press COMMAND, Then Type "OT" (for "Optional Text").**
This inserts the second (end) optional text mark at that point. See figure 34-1. The text between the marks is the optional text. Do not use the optional control mark as a space.

7. **If You Later Delete the Definition, Delete Both Marks.**
Use DEL CHAR to delete the start and end optional text marks. A single optional text mark tells OMEGA to start the section from where it is.

HOW TO NOT PRINT THE SECTIONS YOU DEFINED

Follow the steps in this section to not print the optional text you defined. Also·follow these steps if you later decide to print those sections.

1. **Display the Printer Status:**

   a. If the document is on the screen, press STATUS three times.

   b. If a diskette index is on the screen, press STATUS once.

2. **Place the Cursor on the Line "Print optional text [Y/N]:".**
The cursor can be anywhere on the line.

3. **Type "Y" (for "Yes") or "N" (for "No").**
Backspace and retype if you make a mistake.

   a. Type "N" if you do not want the sections printed.

   b. Type "Y" if you want the sections printed.

4. **Press RETURN to Set the "Y" or the "N".**

5. **Press RETURN to Return to the Document or Index.**
The sections you defined will now print or not print with the document as you set.

Chapter 35

HOW TO STRIKE OVER CHARACTERS

This chapter tells how to print a character over another character, like ∅, and how to strike over text to show that a change has been made in the document.

HOW TO PRINT A CHARACTER OVER ANOTHER CHARACTER

Follow the steps in this section to backspace and print one or more characters on top of another character. This allows you to print characters like ∅ and ≠.
To overstrike a series of characters, see the next section.

1. **Type One of the Characters You Want Printed in that Place.**

2. **With the Cursor Just After that Character, Press COMMAND.**

3. **Press BACK SPACE (or RUB OUT) Once.**
   A left-pointing arrow then displays after the character. See figure 35-1.

4. **Type the Character You Want Printed Over It.**
   This character will be printed on top of the first one. Note that, on the screen, a line with an backspace arrow and second character can extend beyond the right margin. See figure 35-1.

5. **Repeat Steps 2 to 4 for Each Character You Want Printed in That Place.**

HOW TO STRIKE OVER TEXT

Follow these steps to strike over text to show that a change has been made in a document.

1. **Place the Cursor on the First Character You Want to Strike Over.**

2. **Do You Want to Use the Same Overstrike Character?**
   The overstrike character that is currently used is displayed in document status menu two on the line "Overstrike character".

   a. **If Yes, Go to Step 3.**

   b. **If No, Press STATUS Twice.**
      The document status menu two then displays.

c. **Place the Cursor on the Line "Overstrike character:"**

d. **Type the Overstrike Character You Want to Use.**
For example, type "/" to overstrike the section with that character.

e. **Press RETURN to Set the Character.**
This puts a format marker (explained in chapter 13) in the document where the cursor was.

f. **Press RETURN to Return to the Document.**
The document then displays with the cursor still on the first character you want to strike over.
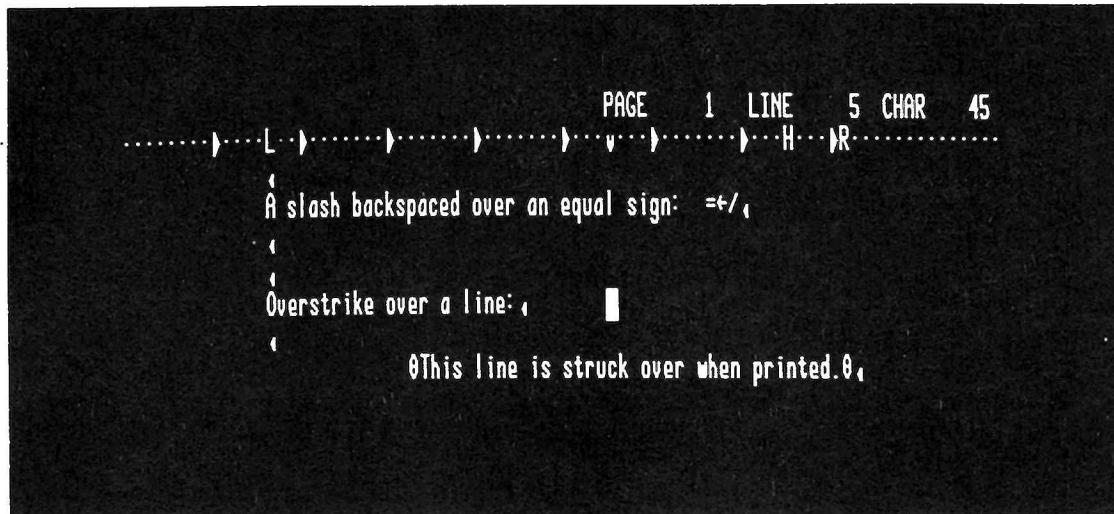
On the Screen

A slash backspaced over an equal sign: ≠

Overstrike over a line:

This line is struck over when printed.

Printed

Figure 35-1.   Character and Line Overstrikes

3. **Press COMMAND; Then Type "OS" (for "Overstrike").**
   This inserts the first (begin) overstrike mark (θ) at that point. See
   figure 35-1.

4. **Do Not Use an Overstrike Mark for a Space.**
   Type a space separate from an overstrike mark. This mark does not become a
   space when the text is printed. Note that, on the screen, a line with an
   overstrike mark can extend beyond the right margin.

5. **Place the Cursor Just After the Last Character You Want to Strike Over.**

6. **Press COMMAND; Then Type "OS" (for "Overstrike").**
   This inserts the second (end) overstrike mark (θ) at that point. See
   figure 35-1. Do not use an overstrike mark for a space.

   The characters and spaces between the two overstrike marks will be struck
   over with the overstrike character set in document status menu two.

7. **If You Later Delete the Overstrike, Delete Both Overstrike Marks.**
   Use DEL CHAR to delete the first and second overstrike marks. A single
   overstrike mark tells OMEGA to start overstriking from where the mark is.

PRINTING SUBSCRIPTS, SUPERSCRIPTS AND FORMULAS

Printing Subscripts and Superscripts
Printing Formulas

When a character is printed above or below the typing line it is called a superscript or a subscript. These are often required in formulas and equations. The two methods of printing subscripts and superscripts are described in this chapter: for a single subscript or superscript, and for printing longer subscripts or superscripts.

The first section of this chapter tells how to type a simple subscript and superscript, as in x^2 or O_4. The second section shows how to print formulas and longer subscripts and superscripts.

PRINTING SUBSCRIPTS AND SUPERSCRIPTS

This section describes how to print simple subscripts and superscripts, as in H_2O or X^{N-1}. To type formulas, equations and longer subscripts and superscripts, see the next section.

1. **Put the cursor at the subscript or superscript position.**

2. **Do one of the following:**

    a. **Press COMMAND down-arrow for a subscript.**
       The top of the screen then displays "COMMAND-SUBSCRIPT".

    b. **Press COMMAND up-arrow for a superscript.**
       The top of the screen then displays "COMMAND-SUPERSCRIPT".

3. **Type the character to be subscripted or superscripted. (See Figure 36-1).**
   An up-arrow or a down-arrow then displays. The character typed can be seen in trace mode.

   Lower case sub- or superscripts appear as a greek eta and an arrow. The arrow appears as an upper case letter in trace mode, but will print in lower case.

   Example: to get H_2O: 1) Type H.
                           2) Press COMMAND down-arrow. Then type 2.
                           3) Type O.
   H_2O appears on the screen as an H, a small v, and a O. In trace mode, the small v shows as a 2.

   Note: ` { } | ~ cannot be subscripted or superscripted.

Superscript   Lower Case Superscript

Subscript   Lower Case Subscript
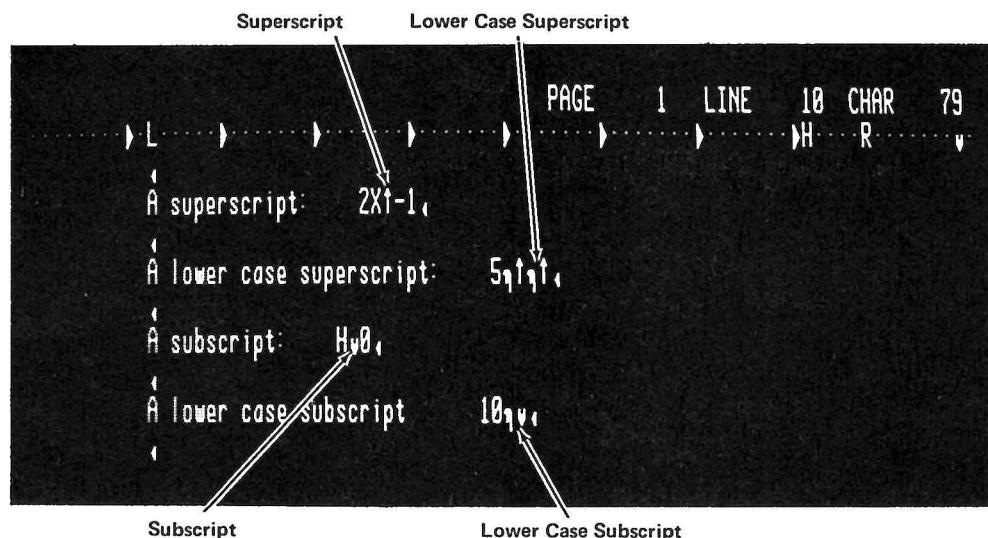
In Normal Editing Mode on the Screen
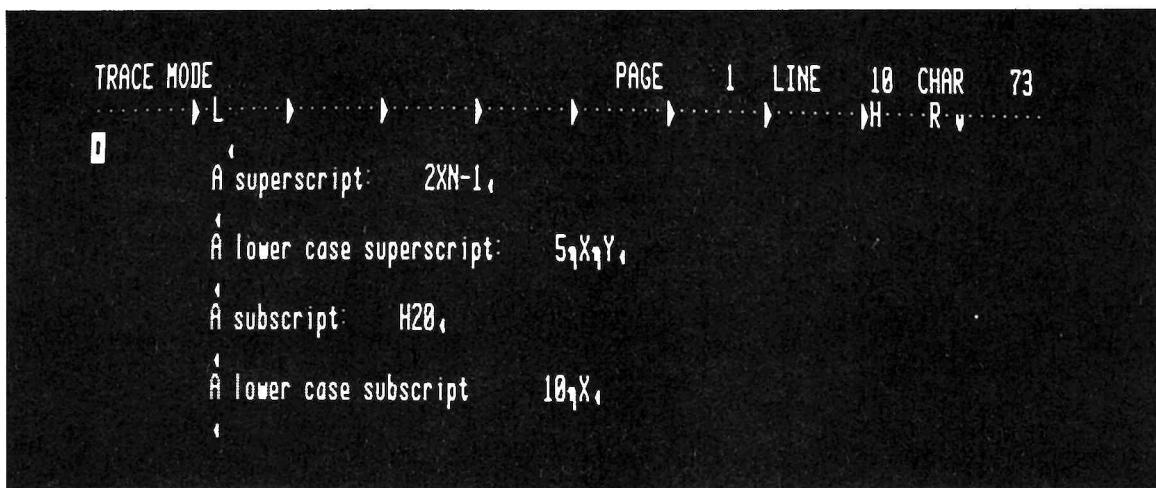
In Trace Mode on the Screen

A superscript: $2X^{N-1}$

A lower case superscript: 5^{xy}

A subscript: H_2O

A lower case subscript: 10_x

Printed

Figure 36-1. Superscripts & Subscripts

PRINTING FORMULAS

Formulas, equations and long subscripts and superscripts are printed by typing each character level on a separate line and reducing the line spacing. When printed, each line will be closer to the line below, making superscripts and subscripts.

SET LINE SPACING TO 0.6:

1. Put the cursor on the line where the formula starts and press STATUS.
Document Status Menu One displays.

2. Change the Line spacing selection to 0.6. Then press RETURN twice.
The first RETURN sets the new line spacing; the second RETURN returns to the document. Note: if Lines per inch on Document Status Menu Two is set at 8, set the Line spacing to 0.8.

TYPE THE FORMULA:

3. Type each level of the formula on a new line (see figure 36-2):

   a. Type superscripts on a separate line.

   b. Type the characters just below the superscripts on the next line.

   c. Type subscripts on the line below the referenced characters.

   d. Continue typing each character level on a new line down to the dividing line.

4. Type hyphens for the dividing line.
If part of the formula is on the same line as the dividing line, type it at this time (see figure 36-2).

5. Press RETURN to go to the next line. Then type the rest of the formula.
Type each character level on a new line.

SET LINE SPACING BACK TO 1:

6. On the last line of the formula, press STATUS.
Document Status Menu One displays.

7. Change Line spacing back to the original setting. Then press RETURN twice.
The first RETURN sets the new line spacing; the second RETURN returns to the document.

Note: Because the formula is spaced at 0.6, text typed on the same lines as the formula will overlap unless there is a blank line between each line of text.
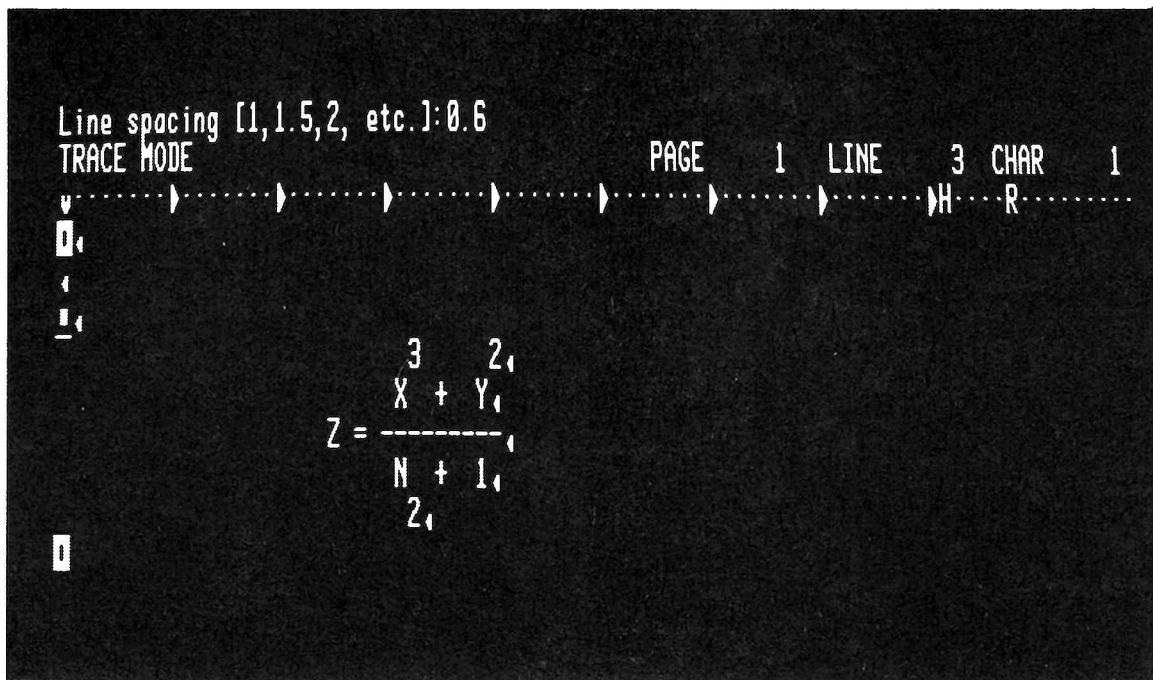
In Trace Mode on the Screen

$$Z = \frac{X^3 + Y^2}{N_2 + 1}$$

Printed

Figure 36-2. Printing Formulas

DOCUMENT ASSEMBLY WITHOUT PROMPTS

Creating Standard Paragraphs Without Prompts
Assembling a Document from Standard Paragraphs Without Prompts.

Document Assembly is a process in which copies of standard or "boilerplate" paragraphs are combined to produce new documents or inserted into existing documents. The original paragraphs are left intact on the disk.

The method of Document Assembly described in this chapter is used to recall paragraphs into the document the operator is working on or onto a clear screen. The method described in Chapter 38 is similar, but uses messages which request the operator to type certain information at pre-determined locations during the assembling process.

CREATING STANDARD PARAGRAPHS WITHOUT PROMPTS

Use these steps for typing the original standard paragraphs without prompts. These will be used later for assembling a document. Note that letters and longer documents may be standardized also.

1. **On LINE 2 of a clear screen, type the standard paragraph.**
    When Document Assembly is performed later, the Document Status Format Marker on Line 1 of the original standard paragraph will not be inserted into the new document. Therefore, any format changes should be made on Line 2 of the original standard paragraph document.

    If two or more paragraphs never appear separately, type them on the same screen, then go to step two.

2. **SAVE the standard paragraph, with a one word name of less than 12 characters.**
    Use only letters and/or numbers, with no spaces or punctuation.
    The paragraph will now be a separate document listed in the Index.

3. **Repeat steps 1 and 2 for every standard paragraph.**

ASSEMBLING A DOCUMENT FROM STANDARD PARAGRAPHS WITHOUT PROMPTS

Use these steps to make up a document from standard paragraphs without prompts.

1. **Put the cursor where the standard paragraph is to be inserted.**
    This can be on a clear screen or anywhere in the document being edited.

2. **Type the document name of the paragraph. Then press RECALL.**
   The cursor must be just after the last character of the name when RECALL
   is pressed. See figure 37-1.

   A copy of the document whose name was typed is inserted into the document
   at the cursor position and to the right. This copy can now be edited with-
   out affecting the original standard paragraph, which is still stored on
   the disk. See figure 37-2.

3. **Repeat steps 1 and 2 for every standard paragraphs to be inserted in the
   document.**

Notes :
Do not use this method for making changes in the original standard paragraph
document. This method brings a <u>copy</u> of the standard paragraph to the screen.
If the original needs to be changed, recall it from the index, edit it, then
save it again.

The method described in this section can also be used to recall a <u>copy</u> of any
document to the screen if the document was saved with a one word name of less
than 12 characters with no spaces or punctuation.

A <u>copy</u> of any document, no matter how long the name, may be recalled to the
screen using the BLOCK RECALL function described in chapter 23.
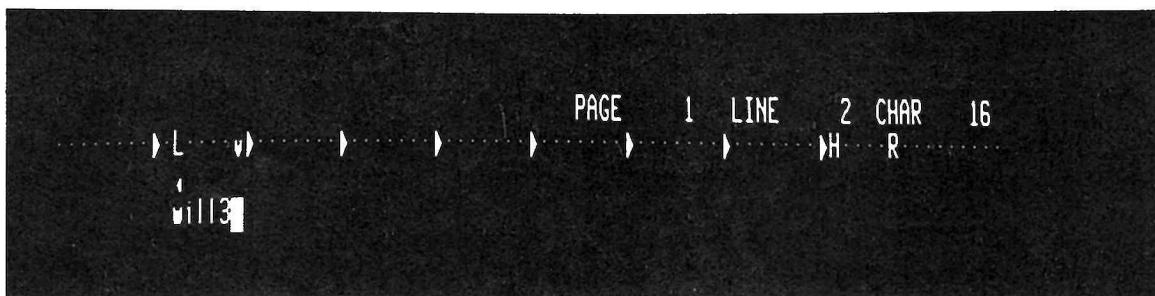
Figure 37-1. Recalling a Standard Paragraph for Document Assembly
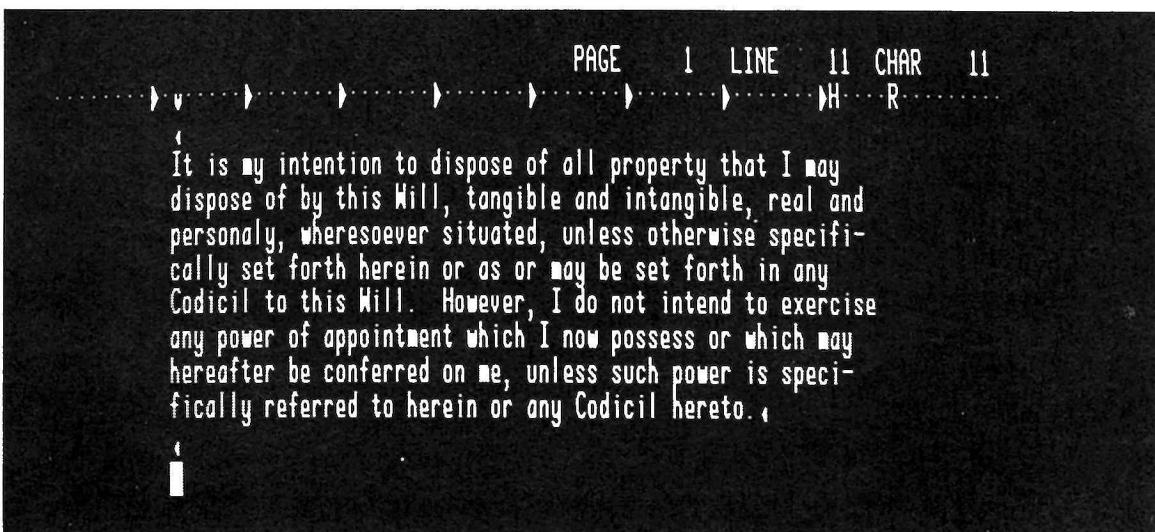
Figure 37-2. The Standard Paragraph Recalled to the Screen

DOCUMENT ASSEMBLY WITH PROMPTS

Creating Standard Paragraphs with Prompts
Assembling a Document from Standard Paragraphs with Prompts

Document Assembly is a process in which copies of standard or "boilerplate" paragraphs are combined to produce new documents or inserted into existing documents. The original paragraphs are left intact on the disk.

The method of Document Assembly described in this chapter uses standard paragraphs with prompts embedded in the document. When assembling a document, each prompt is displayed at the appropriate location for the operator to type the requested information. The end result is a new document made from standard paragraphs with different text inserted. The method described in Chapter 37 is very similar to this one, but does not use prompts, so is limited to paragraphs that do not change at all.

Use the first section of this chapter to create the standard paragraphs to be used to assemble documents. After the standard paragraphs are created, use the second section to assemble chosen paragraphs into a document.

CREATING STANDARD PARAGRAPHS WITH PROMPTS

Follow these steps to type the original standard paragraphs with prompts. These will be used later for assembling a document with variable text inserted. Letters and longer documents may also be standardized using these steps.

1. **On LINE 2 of a clear screen, type the paragraph up to the point where variable text will be inserted.**
    When Document Assembly is performed later, the Document Status Format Marker on Line 1 of the original standard paragraph will not be inserted into the new document. Therefore, any format changes should be made on Line 2 of the original standard paragraph document.

2. **Press (CTRL) MERGE.**
    A message asks, "Type a message for the typist:". See figure 38-1.

3. **Type a prompt, requesting information from the operator.**
    When a new document is assembled later, the typist will see this prompt and know what kind of information to type in at this point. For example, type: "ENTER COMPANY NAME" or "BALANCE DUE AMOUNT". Up to 40 characters may be used for the message. See figure 38-1.

4. **Press RETURN twice.**
    The first RETURN gets the message, "For records-list, type the field number, for keyboard entry type 0." The second RETURN returns to normal editing mode. A merge marker (upside-down Y) is displayed at this position. Later, during document assembly, this marker will be replaced by the information typed by the operator. See figure 38-2.

5. **Continue typing the paragraph, repeating steps 2-4 above wherever variable information is to be inserted.**
   The "paragraph" may be anything from one paragraph to many paragraphs, such as in a letter. However, there is more versatility when each paragraph is saved as a separate document.

6. **SAVE the paragraph with a one word name of less than 12 characters.**
   Use only letters and/or numbers, with no spaces or punctuation. The paragraph(s) will now become a separate document listed in the Index.

7. **Repeat steps 1-6 for every standard paragraph with prompts.**

Notes:
When assembling a document later, each paragraph will be formatted after the variable information is filled in. You may be asked to hyphenate during formatting. To avoid having to hyphenate each time a document is assembled do one of the following: a) Insert soft hyphens when typing the original standard paragraphs. To do this, follow the steps in Chapter 11 under "How to Insert a Soft Hyphen Before Reformatting". See figure 38-3. b) Change to a wider hot zone (such as 8) on Line 2 of the original standard paragraph. See chapter 18.

The prompts can be seen by putting the cursor on the merge marker while in trace mode.

To change a prompt, the merge marker must be deleted, then the prompt re-typed using the steps above.
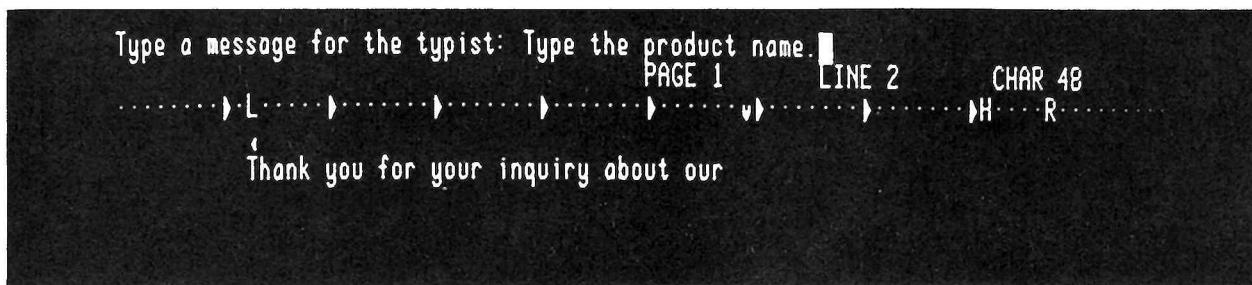
Figure 38-1. Entering a Prompt in a Standard Paragraph
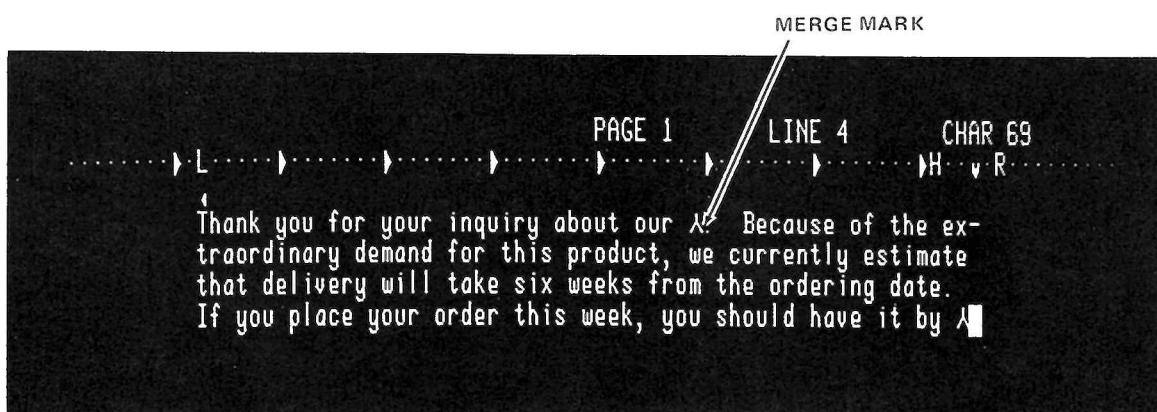
Figure 38-2. A Merge Marker Embedded in the Standard Paragraph
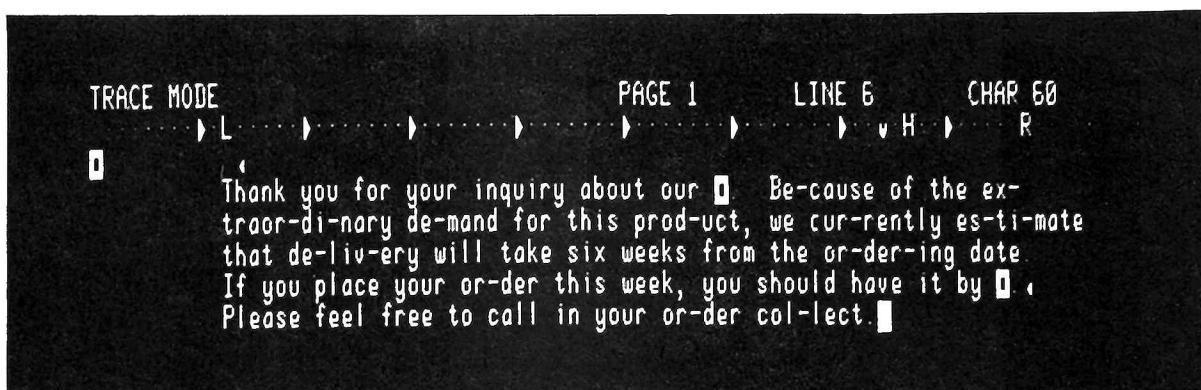
Figure 38-3. Merge Markers and Soft Hyphens Show in Trace Mode

ASSEMBLING A DOCUMENT FROM STANDARD PARAGRAPHS WITH PROMPTS

Use these steps to make up a document from standard paragraphs with prompts.

1. **Put the cursor where the standard paragraph is to be inserted.**
   This can be on a clear screen or anywhere in a document being edited.

2. **Type the document name of the paragraph. Then press RECALL.**
   The cursor must be just after the last character of the name when RECALL is pressed. See figure 38-4.

   A copy of the document whose name was typed is inserted into the document at the cursor position up to the point of the first prompt. See figure 38-5.

3. **When a prompt shows at the top of the screen, enter the information requested. Then press the RED key.**
   See figure 38-5. The RED key tells Omega you have finished answering the prompt. Then the rest of the document is recalled to the screen up to the next prompt.

4. **Repeat Step 3 until all the prompts have been answered.**

5. **Repeat Steps 1-4 for every standard paragraph to be inserted in the document.**

Note: If Document Assembly is being performed on a clear screen or an unsaved document, Omega may run out of temporary memory. Then the Document Assembly process is interrupted and a prompt says, "SAVING TEXT. Please name this document." If this happens, name the new document being assembled, then press RETURN.

```
                              PAGE 1      LINE 9      CHAR 15
▶L  ᵛ▶ ··· ▶ ··· ▶ ··· ▶ ··· ▶ ···  H ▶  R
   ◄
   Jim Harding◄
   15436 Lake Street◄
   Aspen, Colorado 81611◄
   ◄

   ◄
   Dear Mr. Harding, ◄
   ◄
   LATE█
```

Figure 38-4.   Press RECALL to Recall the Standard Paragraph "LATE".

```
Type a date six weeks away.
                              PAGE 1      LINE 1      CHAR 11
···· ▶L ··· ▶ ··· ▶ ··· ᵛ ▶ ··· ▶ ··· ▶ ··· ▶ ···· H ·▶··· R ········
◄
        Jim Harding◄
        15436 Lake Street◄
        Aspen, Colorado 81611◄
        ◄

        ◄
        Dear Mr. Harding, ◄
        ◄
        Thank you for your inquiry about our LAMBSKIN THROW RUGS.
        Because of the extraordinary demand for this product, we
        currently estimate that delivery will take six weeks from
        the ordering date.  If you place your order this week, you
        should have it by █
```

Figure 38-5.
Entering Information Requested by the Prompt During Document Assembly

CREATING A RECORDS LIST

Overview
Making a Mask
Using a Mask to Create a Records List
Making a Sub-List from a Records List
Printing a Records List

A Records List is a list of information about various people or other entities for use in preparing form letters and reports. It can be made up of, for example, names and addresses or product codes and descriptions.

This chapter tells how to make a Records List, the basis for performing the Records Processing functions described in the next four chapters. Read the first section for a description and notes for planning a Records List. The second section shows how to make a Mask for creating the Records List. Once the Mask is created the Records List can be compiled using the steps in the third section. This chapter also shows how to make a sub-list from a records list and how to print the information in the list.

OVERVIEW

This section describes the Records List and gives some notes to help plan a Records List. The Records Processing functions mentioned in this section are described in the following chapters: Chapter 40 and 41 for merging letters and reports, chapter 42 for sorting the Records List and chapter 43 for selecting records.

- A Records List is divided into individual records, one record for each person or entity. An end page marker marks the end of each record (see figure 39-1).

- Each type of information within a record is called a field and is surrounded by a pair of field markers, which look like E's. For example, the company name can be one field, and the address can be another. The first pair of field markers and the information between them is called field 1 and the second pair field 2, and so on to the end of the record (see figure 39-1.)

- When planning a Records List try to include any and all information in each record you plan to use now and in the future.

- When merging records with letters and reports the entire contents of the requested field is merged. It is not possible to merge only part of a field. Therefore, make a separate field for each piece of information that may be merged separately. This also makes the Records List more versatile. Fields may be joined together again when merged.

Figure 39-1. A Records List

- If dates are to be used in the Records List and you are planning to select or sort records by date, use the following format: YY/MM/DD, i.e. the year entered first, then the month and then the day (see figure 39-1).

- Numbers or explanatory text may be typed outside the field markers and will not be merged with the field. However, this increases the amount of room the list takes up on the disk and slows down the processing of the records.

MAKING A MASK

The first stage of creating a Records List is making a "Mask", which sets the pattern of the Records List. The Mask enables the list to be compiled quickly and accurately, with the correct information typed in the correct field.

1. **On a clear screen, press COMMAND M F (Make Field).**
   This puts in a field marker (epsilon) which marks the beginning of this field. (See Figure 39-2)

2. **Press (CTRL) MERGE.**
   A prompt says, "Type a message for the typist."

3. **Enter a prompt, telling the operator what information to type in this field.**
   This prompt will be used later when compiling the Records List so the operator knows what kind of information to type here. For example, if this is the field where you want the operator to enter the street address later, type "Street Address" (See Figure 39-2).
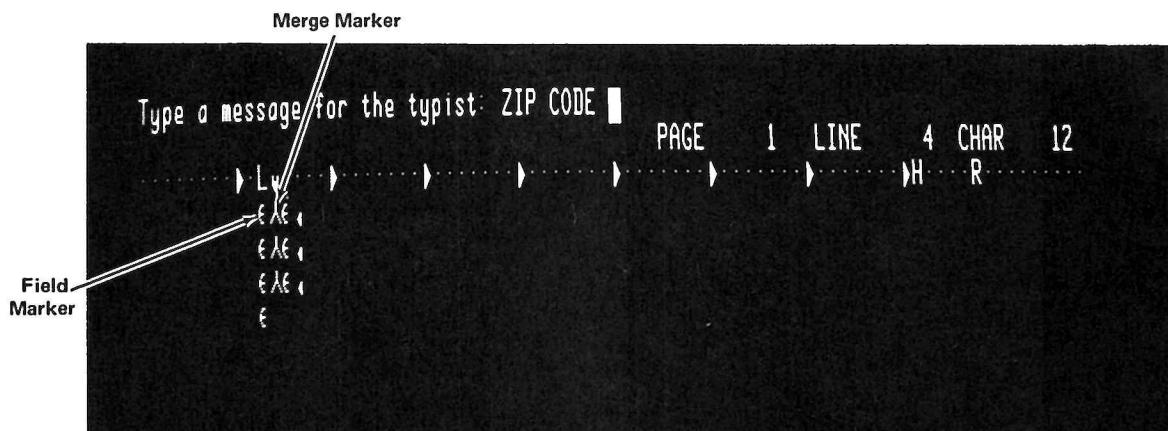
Figure 39-2. Making a Mask

4. **Press RETURN.**
   A prompt says, "For Records List type the field no., for keyboard entry type 0."

5. **Type the field number.**
   The information contained in the first pair of field markers is called "Field 1", the second is "Field 2", and so on to the end of the record.

6. **Press RETURN.**
   This returns you to normal editing mode. A merge marker (upside-down y) appears where the prompt was entered. The field number and the prompt can be seen in trace mode.

7. **Press COMMAND M F (Make Field).**
   This puts in the second field marker, marking the end of this field. A merge marker surrounded by a pair of field markers displays (see figure 39-2).

8. **Press RETURN to go to the next line.**

9. **Repeat steps 1-8 until all the field types have been entered.**
   Every type of information to be included in each record is referenced in the Mask.

10. **Press COMMAND M C (Mask Create).**
    This moves the text to CHAR 1 and puts an end page line at the end of the record, marking the end of the record.

11. **Press SAVE. Then type a one word name for the Mask and press RETURN (see figure 39-3).**
    The name of the Mask must be a single word of less than 12 letters or numbers, using no spaces or punctuation. SAVE stores the Mask on the disk. It is now ready to use for creating the Records List.

Note: When the Mask is used to compile the Records List, the Mask name is typed and RECALL is pressed to see and respond to the prompts. This step is repeated for each record to be entered. To have the Mask name automatically typed before pressing RECALL type the Mask name at the end of the Mask before saving it on the disk (see figure 39-3).
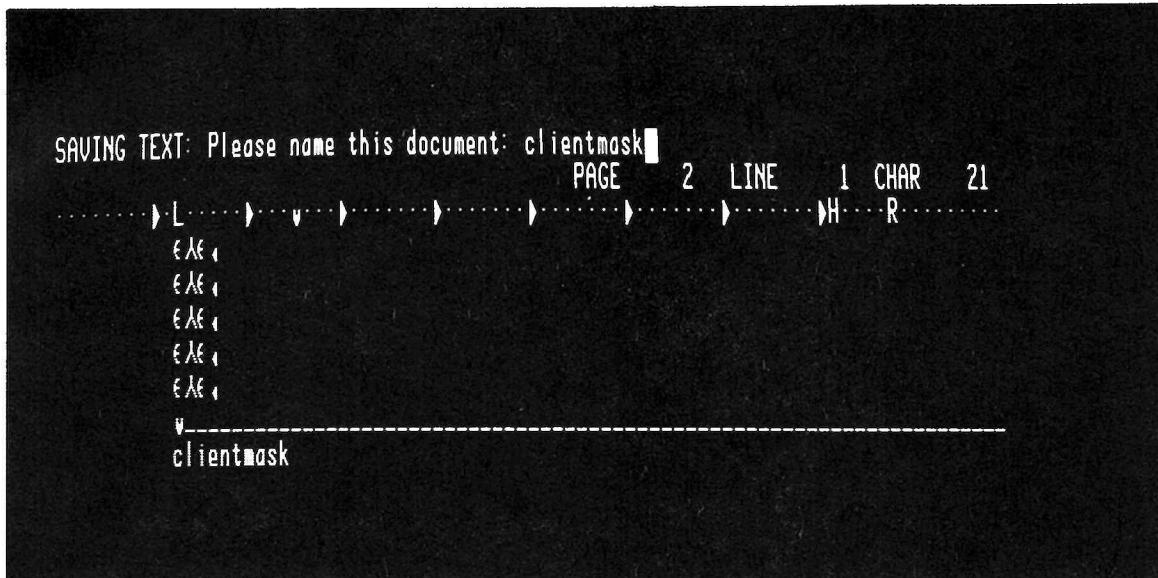
Figure 39-3. Saving the Records List Mask

USING A MASK TO CREATE A RECORDS LIST

The Mask that was prepared in the previous section is now used for creating the Records List. The Document Assembly feature (see chapter 38) is used to recall the Mask. After all the prompts in the Mask have been answered, the record is completed. The Mask is recalled every time a new record is to be entered.

1. **On a clear screen type the Mask name. Then press RECALL.**
   The cursor must be on the space after the name when RECALL is pressed.
   The first merge marker appears and a prompt shows at the top of the screen.

2. **Type the information requested by the prompt. Then press the RED key (see figure 39-4).**
   Use the BACKSPACE key to correct mistakes; the HOME, arrow and DELete keys do not work when prompts are displaying. The RED key tells Omega you have finished answering the prompt. Then the second field marker appears and a new prompt shows at the top of the screen.

3. **Repeat step 2 until no more prompts appear.**
   An End Page marker appears at the bottom of the text. This completes the record. If any field items were mis-typed they may be corrected now.

PAGE 1 LINE 2 CHAR 21

clientmask

The Mask is Recalled after Typing its Name

ZIP CODE

PAGE 1 LINE 4 CHAR 11

Bronson Street Gallery
1539 N. Bronson Avenue
Mayfield, California

A Prompt Asks for the Zip Code

PAGE 2 LINE 1 CHAR 21

Bronson Street Gallery
1539 N. Bronson Avenue
Mayfield, California
90028
Mr. Miles
$500.00

clientmask

After Entering the Record the Mask is Recalled to Enter the Next Record

Figure 39-4. Using a Mask to Compile a Records List

TO ENTER THE NEXT RECORD:

4. **On the line below the previously entered record, type the Mask name. Then press RECALL (see figure 39-4).**
    The Mask name comes up automatically if it was typed in the original Mask document before it was saved. The cursor must be on the space after the name when RECALL is pressed. The first merge marker appears and a prompt shows at the top of the screen.

5. **Repeat steps 2-4 until all the records have been entered.**
    More records can be added to this list later.

6. **Press SAVE to store the Records List on the disk.**
    The list name may use up to 40 characters with spaces and punctuation. It is recommended that the word, "List" be used in the document title. This will make it easier to identify the Records List in the Index during the merge sequence later.

Note: If a field marker is erased or you forgot to add a field, enter the field marker(s) by pressing COMMAND M F.

MAKING A SUB-LIST FROM A RECORDS LIST

Any number of records and/or fields from a Records List can be used to make up a new Records List. Using a Mask designed for the new list and the Merge Automatic function, a sub-list may be created without deleting any information from the original Records List. A selection document can also be used for selecting specified records for the new Records List. This feature is also useful for adding empty fields to the records in a list. The new fields may be filled in later.

1. **Before making the records sub-list make a new Mask and/or write a selection document:**

    a. Make a new Mask.
       Make a Mask to include only the fields you want. Do this if you want to leave a field(s) out of the sub-list, or if you want to add blank fields to the sub-list.

    b. Write a selection document.
       Do this to select the records you want from the Records List to make up the sub-list. See chapter 43 to type a selection document.

2. **On a clear screen, press COMMAND M A (Merge Automatic).**
    A message says, "Do you want a selective merge? [Type Y or N]".

3. **Do you want a selective merge? Type Y or N:**

    a. For a non-selective merge, type N. Then go to step 4.
       The Index displays and a message says, "Place the cursor on the letter and press MERGE."

   b. For a selective merge, type Y.
       On Omega Level B a prompt says, "Enter selection document name or
       press RETURN". On Omega Level A the index displays and a prompt says,
       "Place the cursor on the selection document and press MERGE".
       1) On Omega Level B type the selection document name or press RETURN.
          If there are LETTER and LIST instructions in the selection document
          steps 4 and 5 are performed automatically.

       2) On Omega Level A or if RETURN was pressed put the cursor on the
          title of the selection document and press (CTRL) MERGE.
          If there are LETTER and LIST instructions in the selection document
          steps 4 and 5 are performed automatically. If not, a prompt says:
          "Place the cursor on the letter and press MERGE."

4. **Put the cursor on the Mask name. Then press (CTRL) MERGE.**
    A message says, "Place the cursor on the list and press MERGE."

5. **Put the cursor on the Records List. Then press (CTRL) MERGE.**
    The sub-list is then constructed on the screen. During this process the
    index continues to display and a progress report counts how many records
    have been looked at and how many have been used. If a prompt says, "Saving
    text. Please name this document.", give the new sub-list a name and press
    RETURN to continue.

6. **If a prompt says, "SAVING TEXT. Please name this document.", give the
    sub-list a document name. Then press RETURN to continue.**

7. **Revise, print, and/or save the sub-list.**
    Once the sub-list is displayed on the screen, it can be edited, printed,
    or saved on the disk.

Note: To see how many records were looked at and used, press COMMAND MR (Merge
Report). The number of records looked at and used then displays.

<u>PRINTING A RECORDS LIST</u>

To print all the records in a list do the following:

1. **Put the cursor on the Records List name in the index and press RECALL.**

2. **Note the maximum number of lines used in any record.**

3. **Press STATUS.**
    Document Status Menu One displays.

4. **Change the selections: "Max. lines on the first page" and "Max. lines on
    following pages." to 2 more than the number of lines in each record.**

5. **Press STATUS again.**
    Document Status Menu Two displays

6. **Change the selection: "Paper length, lines" to the same number that was
    entered as the maximum lines per page.**
    Use the number that was entered in step 4.

7. **Press RETURN to return to the document.**

8. **Press PRINT or SAVE the list and print it from the index.**

Chapter 40

AUTOMATIC LETTER WRITING

Creating a Form Letter for Automatic Letter Writing
Merging a Form Letter with a Records List on the Printer
Merging a Form Letter with a Records List on the Screen
Printing Address Labels and Envelopes

Automatic Letter Writing is a process that inserts the required fields from a records list into various locations in a form letter. When the fields in a record are merged with a letter, a personalized letter is printed. A new letter is printed for each record until the entire records list has been processed.

The previous chapter showed how to prepare a records list. This chapter shows how to create a form letter for merging with a records list, then how to merge the two to write personalized letters automatically. Printing address labels and envelopes from a records lists is also shown.

CREATING A FORM LETTER FOR AUTOMATIC LETTER WRITING

A letter for Automatic Letter Writing consists of standard text and a number of merge markers. When merged with a records list the markers are replaced by field information. Follow the instructions below to prepare the original letter which will be merged with a records list later.

Have a copy of the records list "pattern" on hand when creating the form letter. The pattern shows the field numbers and what kind of information each one contains. The information merged in the letter is referenced by the field numbers when the letter is created.

1. **On a clear screen, type the letter up to the place where field information is to be inserted.**

2. **Press (CTRL) MERGE.**
   A message says, "Type a message for the typist." This is used for Document Assembly and may be bypassed for letters to be merged with a records list only. However, a message may be typed as a reminder of what type of information will be merged.

3. **Press RETURN.**
   This ends the prompt for typing a message for the typist. Then a prompt says, "For records-list, type the field number, for keyboard entry type 0."

4. **Type the number of the field to be merged here.**
   Later, when the letter is merged with each record, the information from the referenced field is inserted into the letter. Then the paragraph is reformatted to accommodate the inserted text.
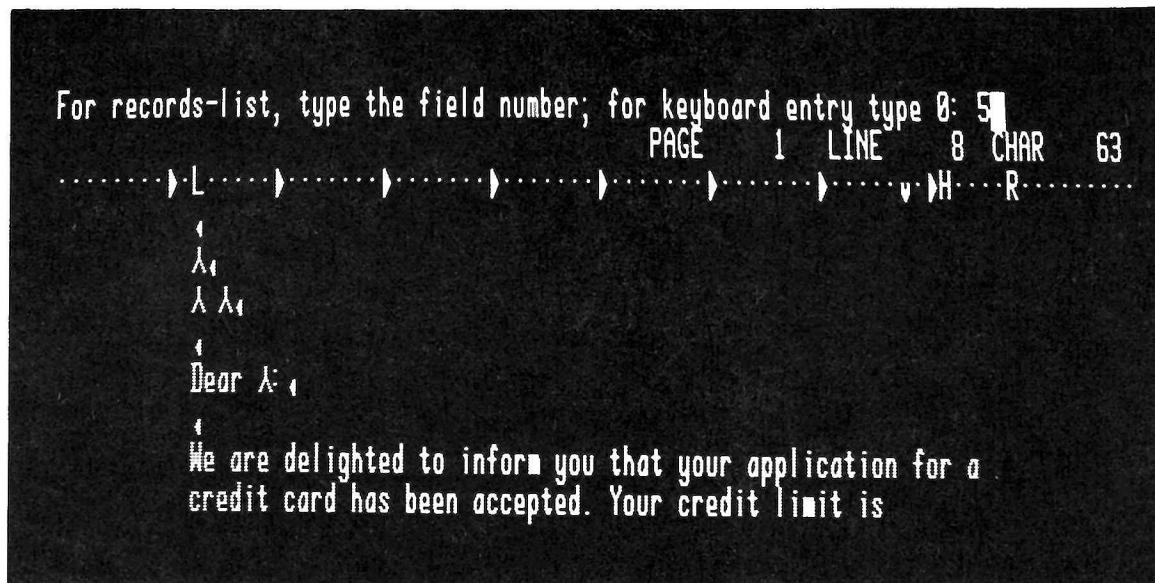
Figure 40-1. A Form Letter with Merge Markers

5. **Press RETURN**

    A merge marker (upside-down Y) appears where the field number was entered (See figure 40-1). The merge marker will be replaced by the referenced field information during the merge process.

6. **Continue typing the letter, repeating steps 1-5 until it is completed.**

7. **SAVE the letter.**

Notes:
To avoid frequent hyphenation during the merge process, pre-hyphenate the form letter with soft hyphens (see chapter 11) and/or increase the hot zone size to 8 in Document Status Menu One of the form letter (see chapter 18).

If there two or more merge markers on a line and during a merge the second field does not stay at the correct location, align the second merge marker on a tab marker. When the letter is merged the field information will align to this tab marker.

MERGING A FORM LETTER WITH A RECORDS LIST ON THE PRINTER

This section shows how to write letters automatically by merging each record in a records list with a form letter. A new letter is automatically printed for each record merged with the letter.

1. **Check the Printer Status selection: "Wait between pages [Y or N]"**

    a. Wait between pages = Y, if the paper is being inserted by hand into the printer.

    b. Wait between pages = N, if the paper is continuous form or inserted by an automatic sheet feeder.

2. **On a clear screen, press COMMAND M P (Merge to the Printer).**
A prompt says, "Do you want a selective merge?" This is used to select some and not all of the records for printing a letter to. See chapter 43.

3. **Do you want a selective merge? Type Y or N:**

   a. For a non-selective merge, type N. Then go to step 4.
   Do this to print letters to all the people in the records list. Then the Index displays and a message says, "Place the cursor on the letter and press MERGE." Go to step 4.

   b. Type Y for a selective merge.
   Do this to print letters to some and not all the people in the records list. On Omega Level B a prompt says, "Enter selection document name or press RETURN". On Omega Level A the index displays an a prompt says, "Place the cursor on the selection document and press MERGE."

      1) On Omega Level B type the name of the selection document or press RETURN.
      If there are LETTER and LIST instructions in the selection document steps 4 and 5 below are performed automatically.

      2) On Omega Level A or if RETURN was pressed, put the cursor on the title of the selection document in the index and press (CTRL) MERGE. Then a message says, "Place the cursor on the letter and press MERGE". Go to step 4.

4. **Put the cursor on the name of the letter. Then press (CTRL) MERGE.**
See figure 40-2. Then a message says, "Place the cursor on the list and press MERGE."

5. **Put the cursor on the name of the records list. Then press (CTRL) MERGE.**
This completes the merge key sequence and the merge process begins. A letter prints for each selected record on the records list. Normal editing may resume once the merge process has begun.

6. **If Omega beeps and asks "Please Hyphenate", hyphenate the word or press RETURN.**
This happens because each new letter is reformatted as it is being merged with each record. After hyphenating the merge process continues. To avoid frequent hyphenation, pre-hyphenate the form letter with soft hyphens (see chapter 11) and/or increase the hot zone size (see chapter 18).

```
Place the cursor on the letter and press MERGE.
Index for BFILE1     74 FREE PAGES
      DOCUMENT NAME              AUT   CREATED   REVISED        PAGES
Breakwater Fashions Ad                06/17/80 06/17/80 02:56P  2
Contract Offer to Backwoodsman.Co     07/01/80 09/11/80 02:11P  4
Bankruptcies Form Reply               08/10/80 10/15/80 10:14   1
B                                     08/10/80 00/00/00 00:00   1
Bankruptcies Mailing List             08/10/80 10/15/80 10:15   56
Standard Address Label                08/10/80 08/10/80 01:18P  2
Bankruptcies Selection Document 1     10/15/80 00/00/00 00:00   1
Baker VIP Offer                       10/28/80 00/00/00 00:00   2
```

Figure 40-2. The Cursor is on the Letter to be Merged

Notes:
If STOP PRINT was pressed to stop a letter printing the merge process may be
continued by pressing COMMAND (CTRL) MERGE. Alternatively, to start the merge
process over again, press COMMAND M E (Merge End). Then repeat the steps in
this section. To start merging at a certain place in the records list, prepare
a selection document first, using START WITH instructions (see chapter 43).

To stop merging before the records list is finished, press COMMAND M E (Merge
End). The merge process can be started again by repeating the steps in this
section. To start at a certain place in the records list, prepare a selection
document first, using START WITH instructions (see chapter 43).

To find out how many records have been processed press COMMAND M R (Merge
Report). This displays the number of records looked at and the number that met
the criteria of the selection document. If no selection document was used, the
number looked at is the number used.

MERGING A FORM LETTER WITH A RECORDS LIST ON THE SCREEN

Like the previous section, this section shows how to write letters automati-
cally by merging each record in a records list with a form letter. However,
this method displays the merged letter on the screen. Then the operator can
revise and/or save it before printing.

1. Check the Printer Status selection: "Wait between pages [Y or N]"

    a.   Wait between pages = Y, if the paper is being inserted by hand into
        the printer.

    b.   Wait between pages = N, if the paper is continuous form or inserted by
        an automatic sheet feeder.

2. On a clear screen, press COMMAND M S (Merge to the Screen).
    A prompt says, "Do you want a selective merge?" This is used to select
    some and not all of the records for printing a letter to. See chapter 43.

3. Do you want a selective merge? Type Y or N:

    a.   For a non-selective merge, type N. Then go to step 4.
        Do this to print letters to all the people in the records list. Then
        the Index displays and a message says, "Place the cursor on the letter
        and press MERGE." Go to step 4.

    b.   Type Y for a selective merge.
        Do this to print letters to some and not all the people in the records
        list. On Omega Level B a prompt says, "Enter selection document name
        or press RETURN". On Omega Level A the index displays an a prompt
        says, "Place the cursor on the selection document and press MERGE."

        1)   On Omega Level B type the name of the selection document or press
            RETURN.
            If there are LETTER and LIST instructions in the selection docu-
            ment steps 4 and 5 below are performed automatically.

      2) On Omega Level A or if RETURN was pressed, put the cursor on the title of the selection document in the index and press (CTRL) MERGE. Then a message says, "Place the cursor on the letter and press MERGE". Go to step 4.

4. Put the cursor on the name of the letter. Then press (CTRL) MERGE.
Then a message says, "Place the cursor on the list and press MERGE."

5. Put the cursor on the name of the records list. Then press (CTRL) MERGE.
This completes the merge key sequence and the merge process begins. A letter prints for each selected record on the records list. Normal editing may resume once the merge process has begun.

6. When the merged letters shows on the screen, do one of the following:
The merged letter may be edited before printing it.

    a. Press PRINT to print the letter. Then Press (CTRL) CLEAR.
    The letter is printed, then the screen is cleared for the next letter to be merged.

    b. At the end of the letter press COMMAND E P (End Page).
    Do this to print the letters after they have all been merged. This puts a page ending at the end of the first letter, then the next letter will begin a new page.

7. If Omega beeps and asks "Please Hyphenate", hyphenate the word or press RETURN.
This happens because each new letter is reformatted as it is being merged with each record. After hyphenating the merge process continues. To avoid frequent hyphenation, pre-hyphenate the form letter with soft hyphens (see chapter 11) and/or increase the hot zone size (see chapter 18).

8. Press COMMAND (CTRL) MERGE to merge the next letter on the screen.

9. Repeat Steps 6-8 until the merge process is finished.

Notes:
To stop merging before the records list is finished, press COMMAND M E (Merge End). The merge process can be started again by repeating the steps in this section. To start at a certain place in the records list, prepare a selection document first, using START WITH instructions (see chapter 43).

To find out how many records have been processed press COMMAND M R (Merge Report). This displays the number of records looked at and the number that met the criteria of the selection document. If no selection document was used, the number looked at is the number used.

<u>PRINTING ADDRESS LABELS AND ENVELOPES</u>

Printing labels and envelopes is almost identical to automatic letter writing in that a form letter is merged with a records list. However, when preparing labels and envelopes, the form letter is actually a pattern and the merged letter is actually an address label.

1. Create a pattern for the labels or envelopes using the section: "Creating a Form Letter for Automatic Letter Writing" with the following modifications:

    a. Change the Document Status selections: "Max. lines on the first page", "Max. lines on following pages" and "Paper length, lines" to reflect the vertical length of the label or envelope.
        To do this, measure the distance from the top of one label to the top of the next label, or from the top of the envelope to the bottom. Then multiply this number by the number of lines per inch ("Lines per inch" is shown in Document Status Menu Two). For example, if the labels are 3 inches, and lines per inch is 6, multiply 3 x 6. The total, 18 is entered in the Document Status selections listed above.

    b. The "letter" will be the pattern for the labels or envelopes.
        The pattern is made up of merge markers, one for each field representing the name and address (see figure 40-3). Text may also be added, such as ATTENTION or FIRST CLASS MAIL to be printed on every label or envelope.

2. Print the labels or envelopes using the section, "Merging a Form Letter with a Records List on the Printer."
    The letter, in this case, is the pattern for the labels or envelopes.
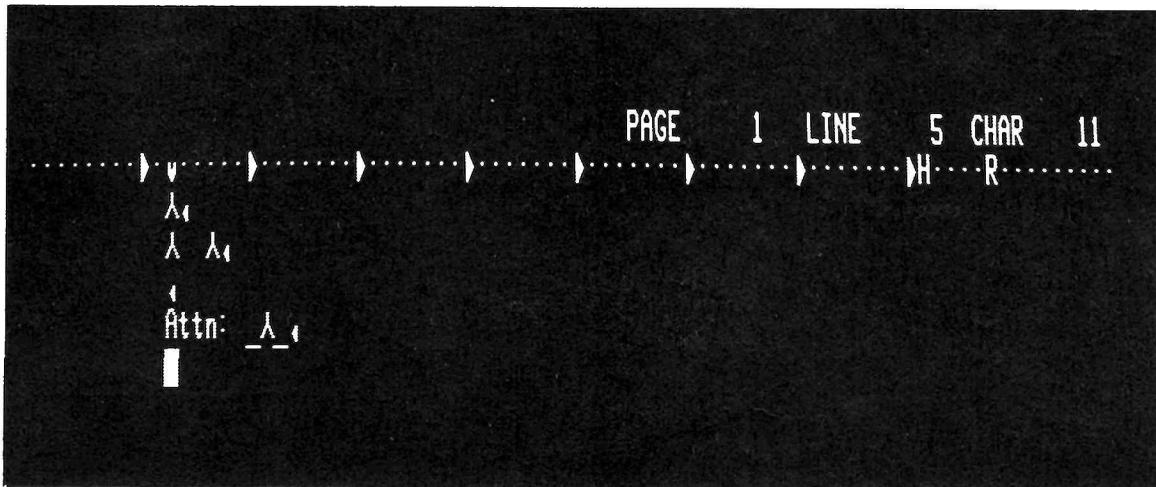
Figure 40-3. A Pattern for Labels

After merging the pattern with the records list a printed label will look like this:

> Honeydew Gift Shoppe
> 1934 West Street
> Abilene, Texas 79604
>
> Attn: Ms. Blondelle

Chapter 41

REPORT GENERATION

Creating a Report Form for Report Generation
Creating a Frame for the Report
Generating a Report

The Report Generation feature is similar to the Automatic Letter Writing feature. The difference is that one line of tabbed columns is displayed for each record in the records list instead of a letter. The result is a neatly tabulated report, with each record's information displayed on a new line.

There are two stages to preparing a report for merging: Creating a report form, and creating a frame for the report. These steps are explained in the first two sections of this chapter. The final section shows how to use the report form and frame to generate a report from a records list.

CREATING A REPORT FORM FOR REPORT GENERATION

Creating a report form for Report Generation is very much like creating a form letter for Automatic Letter Writing, but there is no text in the report form, only merge markers aligned on tabs. When a report form is merged with a records list the merge markers are replaced by field information. A new record starts a new line in the report.

1. **On LINE 1 of a clear screen, change the left margin to 1.**
   See chapter 12 to change a margin setting.

2. **Press RETURN to go to LINE 2.**

3. **Press (CTRL) MERGE.**
   A prompt says, "Type a message for the typist." This is used for Document Assembly and is bypassed in this function. However, a message may be typed as a reminder of what type of information will be merged.

4. **Press RETURN.**
   This ends the prompt to type a message for the typist. Then a message says, "For records-list, type the field number, for keyboard entry type 0."

5. **Type the number of the field to appear here.**
   Later, when a report is generated, the information from the referenced field is inserted into the report.

6. **Press RETURN.**
   A merge marker (upside-down Y) appears where the field number was entered (see figure 41-1). The merge marker will be replaced by the referenced field information during the merge process.

7. **Press TAB.**
   This displays a tab marker and the next merge marker can be set (see figure 41-1).
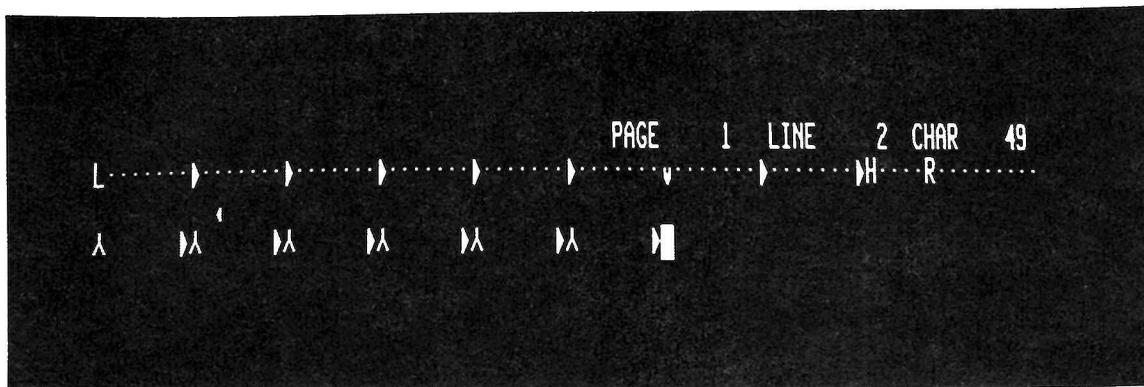
Figure 41-1. A Report Form

8. **Repeat steps 3-7 until the report form is completed.**
    There is no need to allow for the space needed by the merged field infor-
    mation. This is done when creating a frame for the report.

    If there are not enough tab stops for the fields to be merged, set
    additional tabs. (See chapter 15 to set and clear tab stops.)

9. **Note the field number referenced and in what order they will be merged.**
    This information is needed when the frame is created in the next section.

10. **SAVE the report form.**
    If the word "Letter"is typed in the document title, this will make it
    easier to identify the report form during the merge sequence later.

CREATING A FRAME FOR THE REPORT

The next step after making the report form is creating the frame. When a
report is generated it is displayed on the screen in a frame. The frame holds
the format of the form: including the report title, column headings, and tab
stops set to allow enough room for each field's information.

1. **On LINE 2 of a clear screen, set the left margin to 1. Set the right
    margin wide enough to accommodate the text to be merged.**

2. **Type the title and column headings.**
    Do not use tab markers to align the column headings. Allow enough space
    between each column heading to accommodate the field information to be
    inserted there. Make the margins wide enough to accommodate all the column
    headings and merged field information.

3. **Set new tab stops on LINE 1, using the column headings as a guide.**
    See figure 41-2. Set one tab stop for each tab marker used in the report
    form. Leave enough space between each tab stop for the information to be
    merged there. (See chapter 15 to set tabs.)

4. **SAVE the frame with a one word name.**
    Type the name with up to 12 characters, letters and numbers only. Use no
    spaces or punctuation. The Document Assembly feature (chapter 38) will be
    used to recall the frame for generating the report in later.

```
                              PAGE   1  LINE   3 CHAR  75
  ▾ ·············  ▸  ▸ ·····················  ▸ ················  ▸ ·············
           ◂                SALES REPORT◂
  ·············  ▸  ▸ ························  ▸ ················  ▸ ······  ▮ ·····
  Company Name   Qty  Description       Ship Date  Inv.Date    Amount◂
```
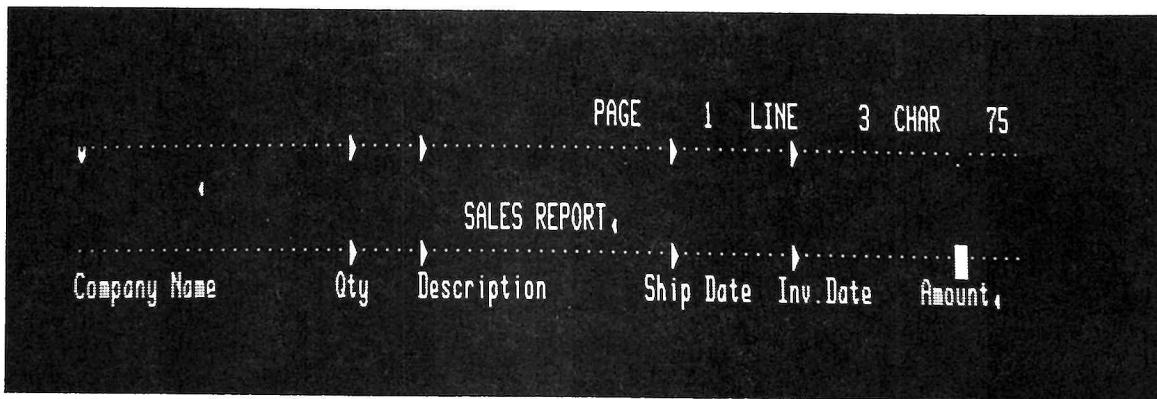
Figure 41-2. Setting Tabs in a Frame

Notes:
If math calculations are to be performed on the report after it is generated, a math block can be put in the frame on the line where the merge is to be performed. Then after the report is generated, the numbers can be calculated. See chapter 50.

If the report is more than one page and the column headings are to print at the top of each page, put the column headings in a header. See chapter 31.

GENERATING A REPORT

After creating a report form and frame, a report is generated from a records list. This is done by merging the report form with the records list in the frame:

1. **Type the one word document name of the frame. Then press RECALL.**
    The cursor must be just after the frame name when RECALL is pressed. See chapter 38. Then a copy of the frame appears on the screen.

2. **Put the cursor below the column headings.**
    See figure 41-3. This is where the merged report will appear.

3. **Press COMMAND M A (Merge Automatic).**
    A message says, "Do you want a selective merge?" This is used to select some and not all of the records to include in a report. See chapter 43.

4. **Do You Want a Selective Merge? Type Y or N:**

    a. For a non-selective merge, type N. Then go to step 5.
        Do this to include all the records in the report. Then the index displays and a prompt says, "Place the cursor on the letter and press MERGE." Go to Step 5.

    b.   Type <u>Y</u> for a selective merge.
        Do this to include some and not all the records in the records list.
        On Omega Level B a prompt says, "Enter selection document name or
        press RETURN". On Omega Level A the index displays and a prompt says,
        "Place the cursor on the selection document and press MERGE."

        1)   On Omega Level B, type the name of the selection document or press
             RETURN.
             If there are LETTER and LIST instructions in the selection
             document steps 5 and 6 below are performed automatically.

        2)   On Omega Level A, or if RETURN was pressed, put the cursor on the
             title of the selection document in the index and press (CTRL)
             MERGE. Then a prompt says, "Place the cursor on the letter and
             press MERGE". Go to step 5.

5. **Put the cursor on the report form name. Then press (CTRL) MERGE.**
     A prompt says, "Place the cursor on the list and press MERGE."

6. **Put the cursor on the records list name. Then press (CTRL) MERGE.**
     This completes the merge key sequence and the process begins. The report
     is generated in the frame. During this time the index continues to display
     and a progress report counts how many records have been looked at and how
     many have been used.

7. **If a prompt says, "SAVING TEXT. Please name this document", enter a name
     for the new report.**

8. **When the merge is completed, press RETURN to see the report.**
     The newly generated report is displayed on the screen and may now be
     printed or SAVEd and printed later (see figure 41-4).

Notes:
To see how many records have been processed after the merge is completed,
press COMMAND M R (Merge Report). This displays the number of records looked
at and the number that met the criteria of the selection document. If no
selection document was used, the number looked at is the number used.

If the format of the new report is not correct, go to the beginning of the
report and press FORMAT DOCUMENT. If it is still not correct after doing this,
there may not be enough room for the information between some of the tab
markers. If so, go to the beginning of the document and set new tab stops
further apart (see chapter 15).
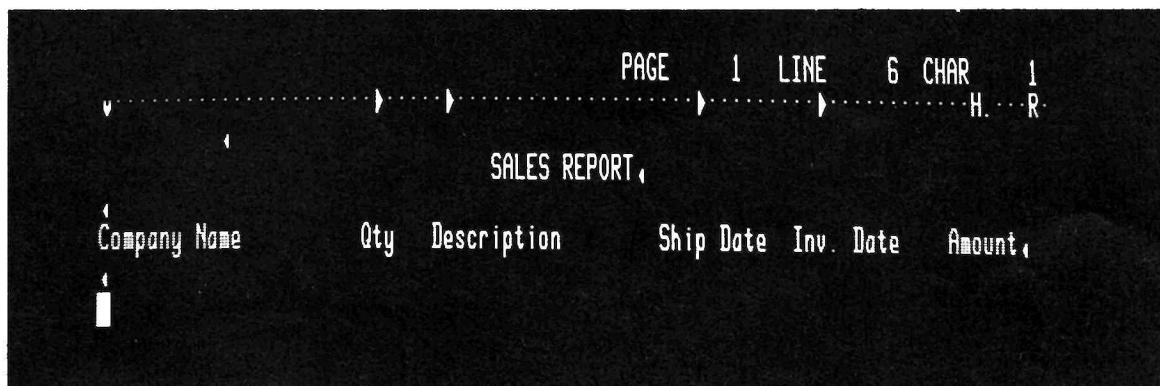
Figure 41-3. Generating a Report in a Frame

```
                                    PAGE    1  LINE  13 CHAR  78
L·······>·····>·····························>····>·········H··vR·

                        SALES REPORT

Company Name        Qty  Description      Ship Date  Inv. Date    Amount

Bronson Gallery     )5   )Brass, DK        )7/21      )7/21     )350.00
Honeydew Gift Shoppe )2  )Hope Chest       )7/07      )7/07     )497.00
Littlewoods         )10  )Leather Chair    )7/05      )7/06     )3000.00
Martinelli's        )4   )Wood Wall Dec.   )7/10      )7/11     )345.79
Milton's Furniture  )7   )Maple Bdrm Set   )7/10      )7/10     )6290.90
Queen's Designs     )8   )Glass Top Table  )7/15      )7/18     )598.56
Rogue's Gallery     )20  )Pillows, RV      )7/12      )7/12     )200.00
Tiptree Memorabilia )50  )Writing Boxes    )7/29      )7/29     )1250.00
```

Figure 41-4. A Generated Report

Chapter 42

SORTING A RECORDS LIST

Writing a Sort Document
Sort Instructions
Advanced Sort Instructions
Performing the Sort
Sample Sort Documents

After a records list has been created the Omega Sort feature can re-arrange the records in alphabetical or numerical order. This chapter shows how to make a sort document and use it to re-arrange order of the records in a records list (see chapter 39). The sort does not change the order of the fields[1] within a record.

Records can be sorted by any word or number in any field. The sorted records can also be sorted into suborders. For example, records can be sorted by zip code and then by the person's name in the zip code area, so all the zip codes are in numerical order and all the names in each zip code are in alphabetical order.

WRITING A SORT DOCUMENT

A sort document tells Omega which records list to sort and which field(s) to sort by in a record. A standard sort puts the records in alphabetic ascending (A-Z) order. If there are numbers in the field it puts the records in numeric ascending (0-9) order. The field is looked at from the first character in the field to the last character in the field. A non-standard sort is performed by typing additional sort instructions (see "Sort Instruction Words" below).

1. **While on LINE 1 of a clear screen type: <u>OMEGASORT</u>.**
   OMEGASORT must be typed in capitals and be on Line 1. See figure 42-1.

2. **Press RETURN to go to LINE 2.**

3. **Enter the records list name to be sorted in quotes (see figure 42-1).**
   This must be typed exactly as it appears in the index. To enter the name correctly do the following:

   a. Press INDEX and put the cursor on the title of the records list.

   b. Press DOCUMENT.
      An arrow temporarily displays beside the name of the records list.

   c. Press RETURN.
      This returns to the sort document and the name of the records list displays on line 2, surrounded by quotes.

----

[1]The fields are the categories of information in a record. Each field is surrounded by a pair field markers (epsilons). See chapter 39.

4. **Press RETURN to go to the next line.**

5. **Decide how the list should be most generally sorted.**
    For example, decide if the list should first be sorted by account number
    or zip code or name. The records will first by sorted into groups of re-
    cords in that alphabetical or numerical order; then it sorts each group by
    a second sub-order, and so on.

6. **Type FIELD, then a space and the field number in parentheses ().**
    Use capital letters. For example, if the list is to be sorted by zip code,
    and the zip code is in field 3, type: FIELD (3). See figure 42-1.

7. **Complete the sort instructions for this field on the same line:**

    a. For a standard sort press RETURN.
        A standard sort needs no more instruction than the field number to
        look at. When performed it will sort the field in alphabetic ascending
        (A-Z) then numeric ascending (0-9) order, from the left-most character
        to the last character in the field.

    b. For a non-standard sort type the rest of the instructions for this
        field on the same line. See "Sort Instructions" below.
        Type the instruction words in capital letters with a space between
        each word and number.

8. **To sort another field as a sub-order, repeat steps 4-7.**
    Any number of field sub-orders may be entered.

9. **Type any advanced sort instructions below the other instructions.**
    See "Advanced Sort Instructions" below.

10. **SAVE the sort document.**
    The sort can now be performed. See "Performing the Sort" below.
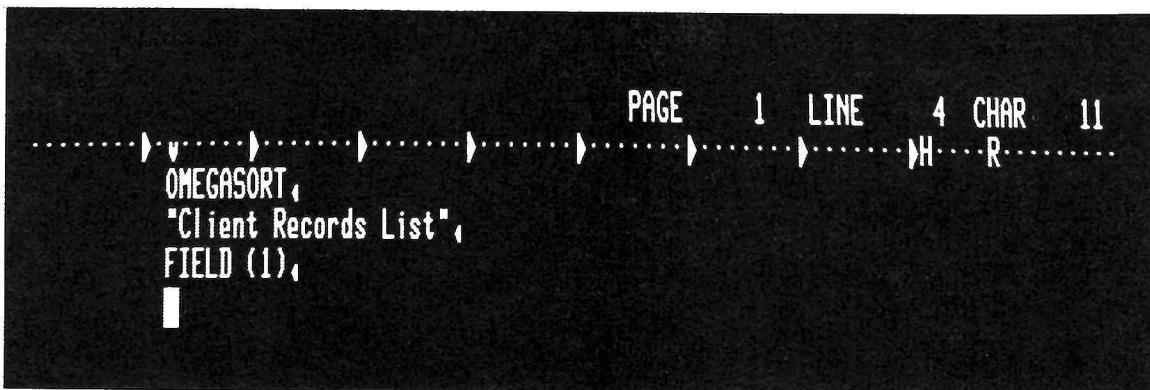
Figure 42-1. A Sort Document

SORT INSTRUCTIONS

Sort instructions are used to tell Omega how to sort the records list. The instructions are typed in a sort document, as described in the previous section. When a standard sort is to be performed the only instruction necessary is the one specifying which field to sort by: FIELD (). This section lists the instructions available to perform a different sort from the standard. Use the steps in the previous section to enter any of these instructions in a sort document.

FIELD (—)
: The number in parentheses specifies which field number is to be sorted. This instruction is repeated on a new line for every field to be sorted by. If using any of the instructions below, they are typed on the same line after the FIELD number instruction they refer to.

LINE (—)
: This is used to start sorting the field on the line number in parentheses instead of the first line of the field.

WORD (—)
: This is used to start sorting the field at the word number in parentheses instead of the first word. Example: WORD (3) starts sorting at the third word in the field. A WORD instruction may be typed after a LINE instruction.

LAST
: This is used to sort the field by the last word in the field.

CHARACTER (1) or CHARACTERS (—)
: When sorting by words, this is used to sort by the first 1, 2, 3 or more characters, as specified in parentheses, instead of all the characters in the word. A CHARACTER instruction may be typed after a LINE, WORD, or LAST instruction.

DIGIT (1) or DIGITS (—)
: When sorting by numbers, this is used to sort by the first 1, 2, 3 or more digits, as specified in parentheses, instead of all the digits in the number. A DIGIT instruction may be typed after a LINE, WORD, or LAST instruction.

NUMERIC
: This is used to sort a field by numbers in the field only, instead of sorting by letters first and then numbers. This instruction is not necessary if the field consists of numbers only.

DESCENDING
: This is used to sort a field in descending order (Z-A or 9-0) instead of ascending order (A-Z or 0-9).

ECHO
: How the records list is being sorted is displayed on the screen (see figure 42-2) during the sort process. This may also be printed on the printer by typing ECHO on a separate line.

ADVANCED SORT INSTRUCTIONS

This section contains more sort instructions for fields that are to be sorted in a different order than the normal order (normal sort order is AaBbCc....XxYyZz0123456789) or for numbers that are typed under different systems, such as the system of using parentheses for negative numbers. Any of these instructions are typed on a separate line at the end of the sort instructions.

SORTORDER	This is used to specify a different order to sort by than the normal order, which is AaBbCc......XxYyZz0123456789. Type SORTORDER followed by a space then the new sort order. Example: SORTORDER 0123456789ABC...XYZabc...xyz
DECIMAL	This is used to specify a different character for the decimal point instead of the period. Type DECIMAL followed by a space then the new decimal point character. Example: DECIMAL ,
SEPARATOR	Using this instruction Omega will recognize numbers that use a different character as the number separator instead of the comma (as in 1,000,000). Type SEPARATOR followed by a space and the new separator character. Example: SEPARATOR .
PRE-NEGATOR	Omega sorts a number as a negative number if a - (hyphen), ((left parenthesis), CR, CREDITis typed before if. Use this instruction to have Omega see a number as negative when indicated by other character(s) typed before it. Example: PRE-NEGATOR debit.
POST-NEGATOR	Omega sorts a number as a negative number if a - (hyphen), ((left parenthesis), CR, CREDITis typed after it. Use this instruction to have Omega see a number as negative when indicated by other character(s) typed after it. Example: POST-NEGATOR >
IGNORE	This is used if there are other characters between the pre-negator or post-negator and the number (such as the $ in -$5.00). Example: IGNORE $

PERFORMING THE SORT

Once sort instructions have been written and saved the sort may be performed on the records list. The sort can be performed as many times as you like, such as after adding new entries to a records list to arrange them in the right order.

1. **Check that there is enough room on one of the disks for Omega to make a temporary copy of the records list on.**
   The size of a records list to be sorted must not use more than half the space available on the disk. During the sort a temporary copy of the records list is made on the disk and is deleted when the sort is completed.

2. **Go to the index and put the cursor on the sort document name.**

3. **Press COMMAND GREEN key.**
   Omega is exited and the sort process begins. A progress report displays the field number(s) and how it is being sorted. As it sorts, a count of the records already sorted and a count of the records saved on the disk is displayed also. See figure 42-2.

4. **To stop the sort, press the RED Key.**
   If you stop the sort before records are saved, the original list will not be changed. Records start saving when a message says, "Copying over original" and the progress report starts counting the records saved on the disk.
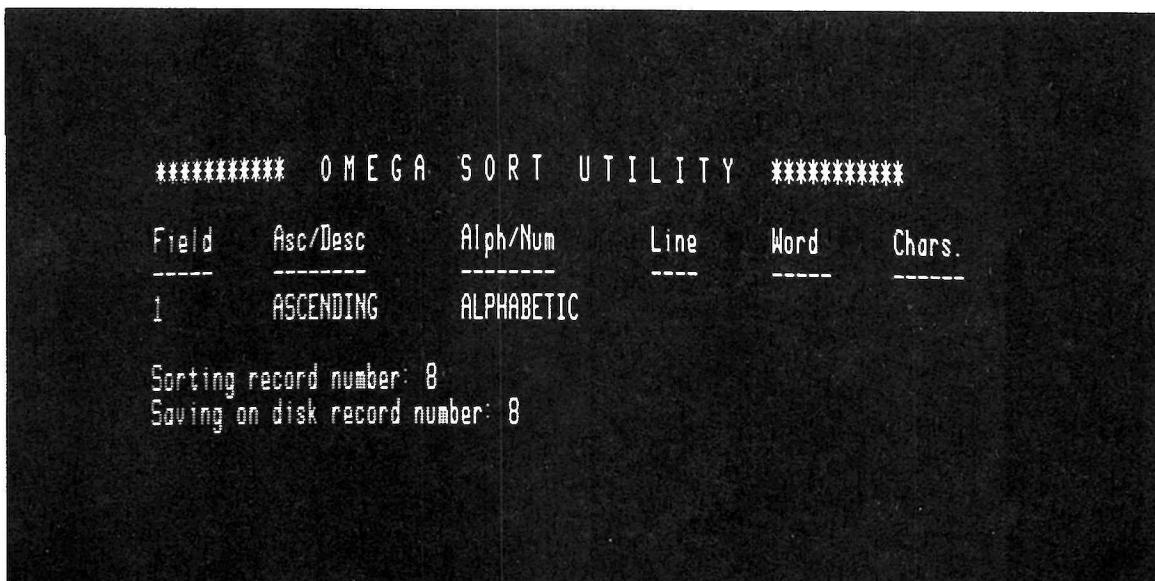
Figure 42-2. Omegasort Progress Report

SAMPLE SORT DOCUMENTS

This section gives some examples of sort documents and a brief description of what each one will do. The sort documents are written for a records list called "Records List". A sample record from this list is shown for reference.

```
Field 1 (title):         Mr.
Field 2 (first name):    John
Field 3 (last name):     Doe
Field 4 (company name):  Glendon Enterprises
Field 5 (address):       5780 Mercer Blvd.
                         Los Angeles, CA 90048
Field 6 (balance):       -$175.00
Field 7 (date):          81/07/24
```

OMEGASORT
"Records List"
FIELD (3)
FIELD (2)

This sort document will sort the last name first then sort the first name. So "John Doe" will come after "Jane Doe" when the list is sorted.

OMEGASORT
"Records List"
FIELD (6) DESCENDING
IGNORE $

This sort document will sort the balance, ignoring the dollar sign between the negative indicator (the minus sign) and the number. Specifying descending order will sort the records with the highest number first, so -$900 will come before -$100.

OMEGASORT
"Records List"
FIELD (5) LAST
FIELD (4)

This sort document will sort the last word in field 5, which is the zip code. Then it will sort the company names within each zip code area.

OMEGASORT
"Records List"
FIELD (7)

This sort document will sort the date. Use this format for entering dates if planning to sort a records list by date: YY/MM/DD

Chapter 43

SELECTED RECORDS

Overview
Writing a Selection Document
Selection Instructions

When merging a records list with a letter or report, all the records in the list are used. However, when a selection document is included in the merge only records with characteristics in common are processed and printed. This feature can be used, for example, to make a report of all employees hired in July 1981, or to write a letter to all clients with accounts 60 days in arrears.

The first section of this chapter is an overview of how the selection document works. The next section describes how to write a selection document. The selection instructions that make up a selection document are described in the last section, with examples following each description.

A selection document does not select which fields in each record will be used. The fields are chosen when the letter (or report) is created for merging with the records list. The merge markers in the letter specify which fields to use and where to merge them. (See chapters 40 and 41.)

OVERVIEW

A selection document is written to check each record in a records list and include only those that qualify, in the merge process. This document is composed of simple instructions, each of which is used for any of the following:

- To start merging with a record further down the list, instead of the first record.
- To use only records with specific text in a field.
- To use only records without specific text in a field.
- To use only records with a field that comes before, after or between particular numbers or letters.
- To compare two fields in a record and use only those whose fields satisfy the comparison.
- To indicate which letter (or report) and list to merge, to activate the merge cycle more quickly.

The selection instructions are typed in a particular way:

- Each instruction is typed on a separate line and in capital letters.
- Instructions are written exactly as shown in the section, "Selection Instructions".
- One or more instructions are typed until the group of records to be selected has been defined and no unwanted records meet the criteria.
- When another group of records are wanted that would not be chosen by the last set of instructions, an additional set of instructions is typed to choose these records also.

- Each set of instructions in a selection document is separated by the word, "OR" typed on a separate line.
- During the merge process a record is used once only, even if it meets the requirements of more than one set of instructions.

WRITING A SELECTION DOCUMENT

Follow the steps in this section to type and save a selection document. The instructions typed are listed in the next section.

1. **Clear the screen.**
   If a document is on the screen, save it or erase it.

2. **Determine what the group of records to be used have in common.**
   What the records have in common will be specified in the instructions.

3. **Type one instruction. Then press RETURN to go to the next line.**
   The instructions are listed in the next section. Type the text in quotes exactly as it appears in the field it refers to. See figure 43-1.

4. **Repeat step 3 until the set of instructions is complete.**
   See figure 43-1. More than one instruction may be needed to define the group of records to use. This is called a "set" of instructions and must be detailed enough to keep unwanted records from qualifying.

5. **When the set of instructions are finished, SAVE the document or type another set of instructions:**
   If no other records are to be used, the selection document is completed and saved. If some of the records to be used do not qualify to be chosen in the instructions written so far, an additional set of instructions is typed to select these records. Chapters 40 and 41 show how to use a selection document when performing a merge.

   a. Press SAVE to save the selection instructions as a document.

   b. Type OR on a new line. Then type the next set of instructions using steps 2-5 above.

```
                              PAGE 1        LINE 7        CHAR 36
·······▶·L···▶·····▶·····▶·▾·▶·····▶·····▶·····▶·····▶H···R·······
     START WITH (48),

     WITH "33517" IN FIELD (2),
     OR,
     AFTER "$80" IN FIELD (4),
     BEFORE "$150 IN FIELD (4)█
```

Figure 43-1. A Selection Document

SELECTION INSTRUCTIONS

This section lists the selection instructions available. They may be typed in any combination using the steps in the previous section.

Sample record used in the examples below:

Field 1, Name: Tom Miller
Field 2, Company Name: Smart Fashions
Field 3, Address: 568 Hill Street
                        Mason, Florida
Field 4, Zip Code: 33517
Field 5, Salutation: Mr. Miller
Field 6, Telephone No.: 904 361-7890
Field 7, Credit Limit: 2500.00
Field 8, Balance Due: 1000.00

Type any of the instructions below. Each instruction makes more sense if the words: "Use records" are read before it. Remember to: use capital letters for the instruction words; put a space after each instruction word and the text typed in quotes or parentheses; put each new instruction on a separate line; and type the text in quotes exactly as it appears in the field referenced.

LETTER "document name"
LIST "document name"

(not available on Omega Level A) The letter and list names typed in quotes become the letter and list documents to use for the merge process. When these instructions are entered at the beginning of a selection document, the prompts to put the cursor on the letter and list in the index then press MERGE, are bypassed and the merge proceeds.

START WITH "--" IN FIELD (--)

The merge starts with a record further down the list from the first record. To do this, pick the record to start merging at, then note a field whose text occurs in one of its fields for the first time. Type this text in quote marks and the field number in parentheses. Example: START WITH "Tom Miller" IN FIELD (1).

START WITH (--)

The merge starts with the record whose number is typed in parentheses, instead of the first record. The record number appears as the "page" number in the records list. Example: Type START WITH (48) to reject the first 47 records.

WITH "--" IN FIELD (--)

Selects a record if the beginning contents of the field designated, is the same as the text typed in quotes. Examples: To select records whose second field begins with the letter "S" type: WITH "S" IN FIELD (2)
To select records whose fourth field has its zip code beginning with 335 type: WITH "335" IN FIELD (4)

WITHOUT "—" IN FIELD (—)

> Selects a record if the <u>beginning</u> contents of the field designated, is different from the text typed in quotes.
> Examples: To reject all records whose second field begins with "Sm" type: WITHOUT "Sm" IN FIELD (2)
> To reject all records whose sixth field is area code 904 type: WITHOUT "904" IN FIELD (6)

MATCHING "—" IN FIELD (—)

> Selects a record if the <u>entire</u> contents of the field designated, is the same as the text typed in quotes.
> Example: To select records whose fifth field is "Mr. Miller", but reject similar spellings, like "Mr. Millerner" or "Mr. Miller, Jr.": MATCHING "Mr. Miller" IN FIELD (5)

SEARCH FIELD (—) FOR "—"

> Selects a record if the text typed in quotes is contained <u>anywhere</u> in the field designated.
> Example: To select records that have Florida somewhere in their third field type: SEARCH FIELD (3) FOR "Florida"

XSEARCH FIELD (—) FOR "—"

> Selects a record if the text typed in quotes does not appear <u>anywhere</u> in the field designated.
> Example: To reject all records having Miller somewhere in their first field type: XSEARCH FIELD (1) FOR "Miller"

FROM "—" IN FIELD (—)

> Selects a record if the beginning contents of the field designated <u>starts with or comes after</u> the number or letters type in quotes.
> Examples: To select records whose second field begins with "S" or after "S" type: FROM "S" IN FIELD (2). To select the records whose eighth field begins with or is larger than the balance due amount of $1000.00 type: FROM "1000.00" IN FIELD (8)

AFTER "—" IN FIELD (—)

> Selects a record if the beginning contents of the field designated <u>starts after</u> the number or letters typed in quotes.
> Examples: To select the records whose second field begins after "R" type: AFTER "R" IN FIELD (2). To select the records whose eighth field begins after the balance due amount of $500.00 type: AFTER "500.00" IN FIELD (8)

TO "—" IN FIELD (—)

> Selects a record if the beginning contents of the field designated <u>starts with or before</u> the number or letters typed in quotes.
> Examples: To select records whose second field begins with "S" or before "S" type: TO "S" IN FIELD (2). To select the records whose fourth field begins with or before zip code 33517 type: TO "33517" IN FIELD (4)

BEFORE "—" IN FIELD (—)

Selects a record if the beginning contents of the field designated <u>starts before</u> the number or letters typed in quotes.

Examples: To select the records whose second field begins before "T" type: BEFORE "T" IN FIELD (2). To select the records whose eighth field begins before the balance due amount of $2000.00 type: BEFORE "2000.00" IN FIELD (8)

COMPARE (—) "> (—)"

Selects a record if the contents of the first field designated, when compared with the contents of the second field designated, is greater than the second field. Any of the following comparisons may be made in place of greater than:

>	<	=	>=	<=	<>
greater than	less than	equal to	greater than or equal to	less than or equal to	not equal to

Examples: To select the records whose eighth field is greater than the seventh field type: COMPARE (8) "> (7)" The sample record would not be chosen since the balance due amount of 1000.00 does not exceed the credit limit of 2500.00.

To select records whose eighth field is less than the seventh field type: COMPARE (8) "< (7)". The sample record would be chosen because the balance due amount of 1000.00 is less than the credit limit of 2500.00.

To select records whose seventh field is equal to the eighth field type: COMPARE (7) "= (8)". The sample record would not be chosen because the credit limit of 2500.00 is not the same as the balance due amount of 1000.00

To select the records whose seventh field is greater than **or** equal to the eighth field type: COMPARE (7) ">= (8)". The sample record is chosen because the credit limit of 2500.00 is more than the balance due amount of 1000.00.

To select the records whose seventh field is less than or equal to the eighth field type: COMPARE (7) "<= (8)". The sample record is not chosen because the credit limit of 2500.00 is not less than or the same as the balance due amount of 1000.00.

To select the records whose seventh field is not equal to the eighth field: COMPARE (7) "<> (8)". The sample record is selected because the credit limit of 2500.00 is not the same as the balance due amount of 1000.00.

OR

OR is typed on a new line to separate each set of instructions.

Example: Here are two sets of instructions to select all the records that begin with area code 904 in field 6, <u>and/or</u> all the records whose field 8 is between $500 and $1500.:   WITH "904" IN FIELD (6)
　　　　　　　OR
　　　　　　　AFTER "500.00" IN FIELD (8)
　　　　　　　BEFORE "1500.00" IN FIELD (8)

Chapter 44

HOW TO CREATE FORMS ON OMEGA

This chapter tells how to create a form on the screen that can be repeatedly filled in and printed. You can create a new form, or you can set up a preprinted form. To fill in and print forms created by the steps in this chapter, see chapter 45.

The first section of this chapter describes how to create a form that is to be printed on blank paper (not preprinted). The second and third sections describe two different methods to set up preprinted forms on the screen. If you want to set up a preprinted form, look at each to see which you like best.

HOW TO CREATE A FORM

Follow the steps in this section to create a form that is not preprinted. If the form is preprinted, see the second section of this chapter.

1. **Clear the Screen.**
   If a document is on the screen, save it or erase it. See chapter 5 to save text; or chapter 8 to erase it.

2. **Type the Form You Want to be Filled In.**
   To type the space the typist will fill in, see step 3. If you want to vary the spacing between the lines, see chapter 28.

3. **To Type the Space the Typist Will Fill In, Do These Steps:**

   a. **Place the Cursor on a First Space to be Filled In.**

   b. **While Holding Down CTRL, Press (·) Once for Each Space Used for Fill In.**
      This puts hard space, displayed as centered dots, in space that can be used for fill in. Hard space is described in chapter 10. See figure 44-1.

4. **Repeat Steps 2 and 3 Until the Form is Complete.**

5. **Press COMMAND; Then Type "FM" (for "Form Make").**
   All the hard space then displays white and the cursor turns into an underline. See figure 44-2.

   Text can then only be typed on the white space in replace mode. Typing in replace mode replaces a character the cursor is on instead of inserting to its left (see chapter 10). To later revise the form, see step 7.

6. **Save the Form on a Diskette With the Procedure in Chapter 5.**

7. **To Fill In and Print the Form, See Chapter 45.**

8. To Later Revise the Form, Follow These Steps:

   a. Recall the Form With the Procedure in Chapter 7.

   b. Press COMMAND; Then Type "FD" (for "Form Delete").
      Insert mode returns and the white space returns to hard spaces.

   c. Revise the Form as Needed.

   d. Repeat Steps 5 and 6.

HOW TO USE A PATTERN TO SET UP A PREPRINTED FORM

This section describes how to set up a preprinted form by displaying a pattern of dots on the screen and then printing, or placing a copy of the dots on the preprinted form. The pattern of dots over the form can be used as a guide to locating the spaces for the form on the screen.

1. Clear the Screen.
   If a document is on the screen, save it or erase it. See chapter 5 to save text, or chapter 8 to erase it.

2. Set the Same Lines Per Inch as the Spaces in the Form:

   a. Count How Many Lines Can Be Typed in One Inch.
      Use a ruler to measure one inch from the bottom of a line. If lines are unevenly spaced, choose a group of lines that are the nearest together.

   b. *Press STATUS twice.*
      The document status menu two then displays.

   c. Place the Cursor on the Line "Lines per inch [6 or 8]".

   d. Type "6" or "8".
      If there are 3 lines in an inch, type 6; if 4, type 8. Those lines are double-spaced.

   e. Press RETURN Twice.

   f. Do Step 3 to Change the Line Spacing.
      Line spacing changes when lines per inch is set, and must be reset.

3. Set the Same Line Spacing as the Spaces in the Form:
   If one inch from the bottom of a line does not fall exactly at the bottom of another line, then the line spacing is not exactly 6 or 8 lines per inch. In that case, follow these steps to set the exact line spacing.

   a. Measure the Distance Between the Bottom of One Line and the Next.

Figure 44-1. Creating a Form

Figure 44-2. A Form

    b. **See Appendix B to Find What That Line Spacing Is.**
      Note that the correct line spacing setting depends on whether "Lines per inch" is set at 6 or at 8.

    c. **Press STATUS Once.**
      The document status menu one then displays.

    d. **Place the Cursor on the Line "Line spacing [1, 1.5, 2, etc.]".**

    e. **Type the Correct Line Spacing for the Spaces in the Form.**

    f. **Press RETURN Twice.**

4. **Set the Character Spacing to the Print Size That Will Fill in the Form:**
   The print size is the size of the characters on the print thimble or print wheel on your printer.

    a. **Press STATUS Twice.**
      The document status menu two then displays.

    b. **Place the Cursor on the Line "Character spacing [10, 12, 15]".**

    c. **Type 10, 12, or 15.**
      Pica is 10; elite is 12.

    d. **Press RETURN Twice.**

    e. **If Necessary, Change the Print Wheel or Thimble in the Printer.**

5. **Set the Margins on the Screen to Match the Preprinted Form:**
   How to change margins is detailed in chapter 13.

    a. **Set the Left Margin to Where the Left Margin Will Be in the Printer.**
      Where the left margin prints can, however, be shifted with the procedure in chapter 28.

    b. **Set the Right Margin to Allow for the Width of the Print on the Form.**
      The right margin can be set up to 255 characters from the left edge of the screen.

6. **Set the Page Size of the Form:**
   This sets the number of lines the printer will move from where it is first set on the form to the end of the form.

    a. **Press STATUS Once.**

    b. **Place the Cursor on the Line "Max. lines on the first page".**

    c. **Type the Number of Single Spaced Lines on the Form.**

    d. **Press RETURN Twice.**

7. **Press COMMAND; Then Type "F1" (for "Form 1").**
   A pattern of dots then displays. See figure 44-3. The lines and columns of dots are numbered from top to bottom and from left to right.

Figure 44-3. COMMAND "F1" Makes a Pattern for a Form

8. **Print the Pattern on the Form or Place a Transparent Pattern Over the Form:**
   The pattern over the form can then be used to locate the spaces to be
   filled in on the screen. See figure 44-4. Do one of the following:

   a. **Either Put the Form in the Printer and Press PRINT.**
      Be sure to set the left margin and top of the form to align with where
      the pattern of dots will print.

   b. **Or, Place a Transparent Pattern Over the Form.**
      Transparent patterns with settings of 6 and 8 lines per inch, and 10 and
      12 character spacing, are available on pages 44-12 to 44-15.

9. **Make a Table (on Paper) of the Numbers That Define Spaces to be Filled In.**
   For an example, see table 44-1. Making a table makes it easier to do the
   following steps.

   a. **Note the Row Number Where a Space Will Be Filled In.**
      The numbers of the rows are on the left side of the pattern.

   b. **Note the Beginning Column Number of the Space.**
      The columns are numbered from left to right, beginning with the charac-
      ter (CHAR) number of the left margin. The 1, 2, 3, etc. indicate
      columns 10, 20, 30, etc. The "v's" indicate "5": 5, 15, 25, etc.

   c. **Note the Ending Column Number of the Space.**

   d. **Repeat Steps a to c for Each Space in the Form.**

Wage and Tax Statement 1980   Copy 1 For State, City, or Local Tax Department   Employee's and employer's copy compared. □

Figure 44-4. A Pattern Over a Form

Table 44-1. A Sample Table for Form Spaces

Line	Starting Column	Ending Column
1	11	22
3	11	42
3	44	59
3	61	74
4	11	42
5	11	42

10. **Press COMMAND; Then Type "F2" (for "Form 2")**
    A message at the top of the screen then asks: "Type line #, starting column #, ending column # [#.#.#]:".

11. **Type the Numbers That Define a Space to be Filled In:**
    Use the numbers you listed in the table in step 9.

    a. **Type the Line, Beginning Column, and Ending Column Numbers.**
       Separate each number with a period. See figure 44-5.

    b. **Press RETURN.**
       Hard spaces then display in that space, replacing the dots. See figure 44-5. Hard space is explained at the end of chapter 10.

c. **Repeat Steps a and b Until All the Spaces to be Filled In Are Set.**
You cannot move the cursor or scroll the screen until step d is done.
If you make a mistake, you will be able to delete hard spaces later.

d. **Press the Red Key Once.**
You can then move the cursor or scroll the screen.

e. **To Set More Spaces, Repeat Steps 8 to 10.**

12. **Press COMMAND; Then Type "F3" (for "Form 3").**
This will delete the pattern and any other characters except hard spaces.
After step 13 you will not be able to use the pattern to enter form space.
The message line then asks "Are you sure? [Type Y or N]".

13. **Type "Y" (for "Yes") or "N" (for "No"):**

a. **Type "Y" If You Have Set All the Spaces That Will Be Filled In.**
Everything on the screen except hard spaces then erase. You will be
able to add text and edit hard spaces with later steps.

b. **Type "N" to Set More Spaces With the Numbers on the Pattern.**
Then do steps 8 to 12 again.
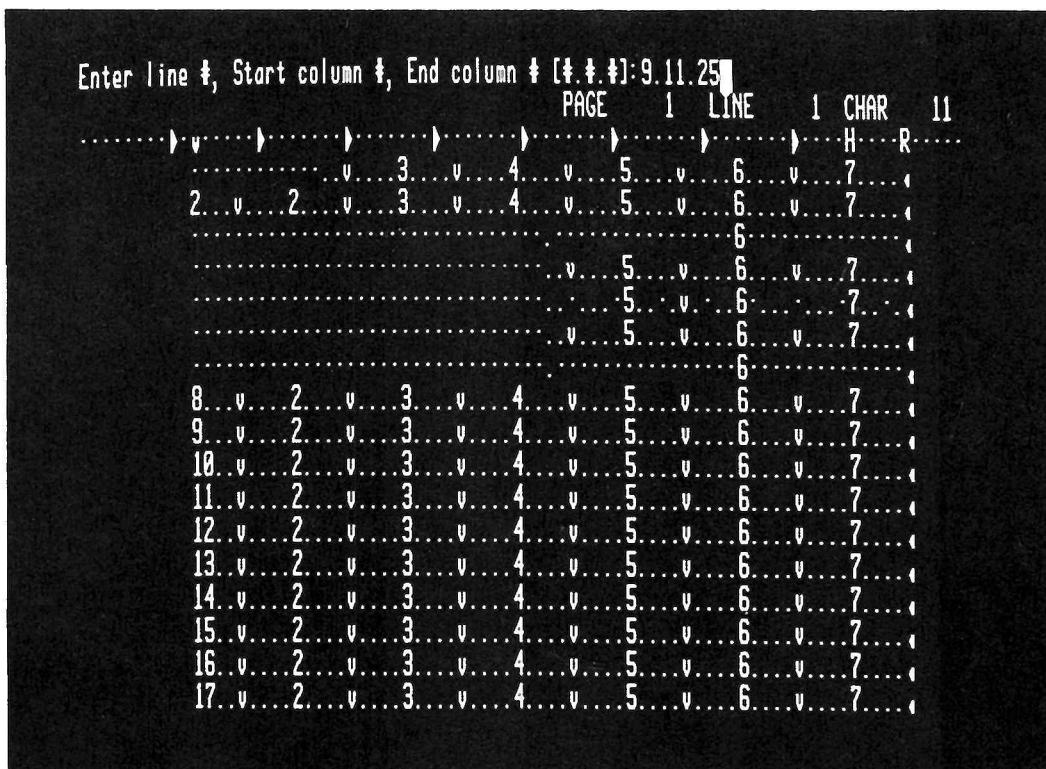
Figure 44-5. COMMAND "F2" Places Form Space.

14. **Press COMMAND; Then Type "RM" (for "Replace Mode").**
    The cursor then becomes an underline. OMEGA now operates in replace mode
    (detailed in chapter 10).

15. **Type the Text You Want to Display on the Form.**
    Typing in replace mode replaces a character the cursor is on instead of
    inserting to its left.   In replace mode the TAB and RETURN keys do not
    insert space; they only move the cursor.

16. **To Type Additional Space That Will Be Filled In, Do These Steps:**

    a. **Place the Cursor on a Space to be Filled In.**

    b. **While Holding Down CTRL, Press (·) Once for Each Hard Space.**

17. **Press COMMAND; Then Type "FM" (for "Form Make").**
    All the hard space then displays white. See figure 44-2. Typing can only
    be done on the white space. To later revise the form, see step 20.

18. **Save the Form on a Diskette With the Procedure in Chapter 5.**

19. **To Fill In and Print the Form, see Chapter 45.**

20. **To Later Revise the Form, Follow These Steps:**

    a. **Recall the Form With the Procedure in Chapter 7.**

    b. **Press COMMAND; Then Type "FD" (for "Form Delete").**
       Insert mode returns and the white does not display.

    c. **Revise the Form as Needed.**

    d. **Repeat Steps 17 and 18.**

HOW TO USE "TYPEWRITER MODE" TO SET UP A PREPRINTED FORM

     This section describes a second method of setting up a preprinted form on
the screen. The steps in this section can be used only if your printer is a
character printer such as Diablo, NEC, etc. Line printers cannot be used.
     This procedure copies the form onto the screen by following the form in its
exact position in the printer. With these steps, you will operate the
printer from the keyboard like a typewriter. This is called "typewriter
mode". OMEGA goes into and out of typewriter mode with COMMAND "TY".

1. **Clear the Screen.**
   If a document is on the screen, save it or erase it. See chapter 5 to save
   text, or chapter 8 to erase it.

2. **Set the Same Lines Per Inch as the Spaces in the Form:**

   a. **Count How Many Lines Can Be Typed in One Inch.**
      Use a ruler to measure one inch from the bottom of a line. If lines are unevenly spaced, choose a group of lines that are the nearest together.

   b. **Press STATUS twice.**
      The document status menu two then displays.

   c. **Place the Cursor on the Line "Lines per inch [6 or 8]".**

   d. **Type "6" or "8".**
      If there are 3 lines in an inch, type 6; if 4, type 8. Those lines are double-spaced.

   e. **Press RETURN Twice.**

   f. **Do Step 3 to Change the Line Spacing.**
      Line spacing changes and when lines per inch is changed, and must be reset.

3. **Set the Same Line Spacing as the Spaces in the Form:**
   If one inch from the bottom of a line does not fall exactly at the bottom of another line, then the line spacing is not exactly 6 or 8 lines per inch. In that case, follow these steps to set the exact line spacing.

   a. **Measure the Distance Between the Bottom of One Line and the Next.**

   b. **See Appendix B to Find What That Line Spacing Is.**
      Note that the correct line spacing setting depends on whether "Lines per inch" is set at 6 or at 8.

   c. **Press STATUS Once.**
      The document status menu one then displays.

   d. **Place the Cursor on the Line "Line spacing [1, 1.5, 2, etc.]".**

   e. **Type the Correct Line Spacing for the Spaces in the Form.**
      For extra accuracy, a line spacing of one-half the actual line spacing can be used.

   f. **Press RETURN Twice.**

4. **Set the Character Spacing to the Print Size That Will Fill in the Form:**
   The print size is the size of the characters on the print thimble or print wheel on your printer.

   a. **Press STATUS Twice.**
      The document status menu two then displays.

   b. **Place the Cursor on the Line "Character spacing [10, 12, 15]".**

   c. **Type 10, 12, or 15.**
      Pica is 10; elite is 12.

    d. Press RETURN Twice.

    e. If Necessary, Change the Print Wheel or Thimble in the Printer.

5. Set the Margins on the Screen to Match the Preprinted Form:
How to change margins is detailed in chapter 13.

    a. Set the Left Margin to Where the Left Margin Will Be in the Printer.
Where the left margin prints can, however, be shifted with the steps in chapter 28.

    b. Set the Right Margin to Allow for the Width of the Print on the Form.
The right margin can be set up to 255 characters from the left edge of the screen.

6. Set the Page Size of the Form:
This sets the number of lines the printer will move from where it is first set on the form to the end of the form.

    a. Press STATUS Once.

    b. Place the Cursor on "Max. lines on the first page".

    c. Type the Number of Single Spaced Lines on the Form.

    d. Press RETURN Twice.

7. Put the Form in the Printer.

8. Press COMMAND; Then Type "TY" (for "Typewriter Mode").
The keyboard can then control the printer like a typewriter and display on the screen at the same time.

9. Move the Printer to a Space That Will Be Filled In.
The arrow, RETURN, BACK SPACE, and TAB keys move the printer.

10. While Holding Down CTRL, Press (·) Once for Each Space.
Hard spaces (explained in chapter 10) then display on the screen and the printer moves one space for each hard space.

11. Use BACK SPACE to Correct Any Errors on the Screen.
The printer also moves back during backspace.

12. Repeat Steps 9 to 11 for All the Spaces on the Form.

13. To Change Line Spacing or Margins Within the Form, Follow These Steps:

    a. Press COMMAND; Then Type "TY" (for "Typewriter Mode").
OMEGA then leaves typewriter mode.

    b. Set the Line Spacing or Margins You Want.

    c. Repeat Steps 8 to 12.

14. **Press COMMAND, Then Type "TY".**
    OMEGA then leaves typewriter mode.

15. **Press COMMAND, Then Type "RM" (for "Replace Mode").**
    Typing in replace mode replaces a character the cursor is on instead of
    inserting to its left. In replace mode the TAB and RETURN keys do not
    insert space; they only move the cursor.

16. **Type the Text You Want to Display on the Form.**
    Type an instruction that describes what should be filled in each form
    space. What you type here will not have to be printed on the form.

17. **To Type Additional Space That Will Be Filled In, Do These Steps:**

    a. **Place the Cursor on a Space to be Filled In.**

    b. **While Holding Down CTRL, Press (·) Once for Each Hard Space.**

18. **Press COMMAND; Then Type "FM" (for "Form Make").**
    All the hard space then displays white. See figure 44-2. Typing can only
    be done on the white space. To later revise the form, see step 20.

19. **Save the Form on a Diskette With the Procedure in Chapter 5.**

20. **To Fill In and Print the Form, see Chapter 45.**

21. **To Later Revise the Form, Follow These Steps:**

    a. **Recall the Form With the Procedure in Chapter 7.**

    b. **Press COMMAND; Then Type "FD" (for "Form Delete").**
       Insert mode returns and the white does not display.

    c. **Revise the Form as Needed.**

    d. **Repeat Steps 18 and 19.**

HOW TO FILL IN AND PRINT FORMS

A form that has been created with one of the procedures in chapter 44 can be repeatedly filled in on the screen and printed. The information filled in can be printed with the form onto blank paper, or without the form onto a pre-printed form.

This chapter describes how to fill in a form and how to print a form.

HOW TO FILL IN A FORM

Follow the steps in this section to fill in a form. To print the form, see the next section.

Filling in a form is done in replace mode. In replace mode, the cursor becomes an underline and typing replaces a character the cursor is on instead of inserting to its left. See chapter 10.

1. **Recall the Form From Its Diskette.**
   Use the procedure in chapter 7.

2. **Press TAB Once.**
   The cursor then moves to the first space to be filled in. In replace mode the TAB and RETURN keys do not insert space; they only move the cursor.

3. **Type the Information that Should Fill in That Space.**
   You cannot type outside of the white space. If a space need not be filled in, go to step 4.

4. **Press TAB Again.**
   The cursor then moves to the next space to be filled in. See figure 45-1. You can also move the cursor with the arrow keys.

5. **Repeat Steps 3 and 4 Until the Form is Filled In.**

HOW TO PRINT A FORM

Follow these steps to print a form that was filled in by the steps in the first section.

1. **Place the Cursor on Line 1 of the Document.**

2. **Press STATUS Twice.**
   The document status menu two then displays.

3. **Put the Cursor on the Line "Print Form [Y or N]".**
   The cursor can be anywhere on the line.

4. **Do You Want to Print the Form on Blank Paper or on a Preprinted Form?**
   You can print just the information filled in on the form onto a preprinted form, or you can print both the form and the filled in information on a blank sheet of paper.

   a. **Type "N" (for "No") if You Want to Print on a Preprinted Form.**
      Only the information filled in on the form will then be printed.

   b. **Type "Y" (for "Yes") if You Want to Print the Form on Blank Paper.**
      Both the form and the filled in information will then be printed.

   c. **Press RETURN Once.**
      This sets the "Y" or the "N". If the form is saved with this setting, the setting will stay in the document.

   d. **Press RETURN Again.**
      The form then returns.

5. **Turn On the Printer and Position Paper in It.**

6. **Press PRINT.**
   The form or just the filled in information then prints as you set it.

7. **To Fill In the Form Again, Follow These Steps:**
   After the form has printed, you can erase the filled in information and type in new information.

   a. **Wait Until the Form Has Printed.**

   b. **Press COMMAND, Then Type "FC" (for "Form Clear").**
      This erases what was typed in on the form.

   c. **Fill In the Form Again.**
      Use the procedure in the first section of this chapter.

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Figure 45-1.   Filling in a Form

Chapter 46

HOW TO USE THE CORRECTING DICTIONARY

How to Find the Correct Spelling of a Word While Typing a Document
How to Find the Correct Spelling of a Word During a Spelling Check
How to Add a Word to the Correcting Dictionary
How to Quickly Add Many Words to the Correcting Dictionary
How to Delete a Word from the Correcting Dictionary

Your Omega Level B Master Disk (not available on the 655 or Omega Level A) contains two dictionaries: the Correcting Dictionary, which helps you find the correct spelling of a word and the Spelling Dictionary, which looks for spelling errors in a document. This chapter describes the use of the Correcting Dictionary. Chapter 47 describes the Spelling Dictionary.

The Correcting Dictionary contains thousands of the most commonly misspelled words in the English language. This dictionary is consulted to find out the correct spelling of a word.

HOW TO FIND THE CORRECT SPELLING OF A WORD WHILE TYPING A DOCUMENT

Follow these steps to find the correct spelling of a word before typing it in text.

1. **Type as much of the word as you know. Then press COMMAND (CTRL)SPELL.**
   The cursor must be on the space after the last character typed. The Correcting Dictionary is activated and displays the word just typed at the top of the screen. The word is called the "lookup" word and the three words most similar in spelling to it appear on the line below. See figure 46-1.

2. **If the middle (capitalized) word is the correct word, press the GREEN key. Otherwise go to step 3.**
   The correct word replaces the word looked up in the document. The Correcting Dictionary is exited and the screen returns to normal editing mode. If the word does not have the right suffix it may be added it at this time.

3. **While in the Correcting Dictionary use the left and right arrow keys to scroll through the dictionary, or press (CTRL) SEARCH:**

   a. Use the left arrow and right arrow keys to scroll back and forth through the words until the correct word is found.

   b. Press (CTRL) SEARCH then type as much of the word as you know.
      SEARCH is used to more closely pinpoint at word. When a prompt says, "What word are you looking for", type as much of the word as you know and press RETURN. The Correcting Dictionary moves to the nearest spelling location to the word or letters typed.

LOOKUP: ARROWS, SAVE, GREEN, RED, DEL WORD, SEARCH -- Lookup:FLUC
...........................flown FLUCTUATE fluent ....
.........▶L····▶····▶··v··▶·····▶·······▶·······▶·····▶H···R·····

In some industries like plumbing and hardware supplies, it
is customary for the manufacturer to issue catalogues show-
ing the items which he sells and the list prices. As the
factory costs fluc█
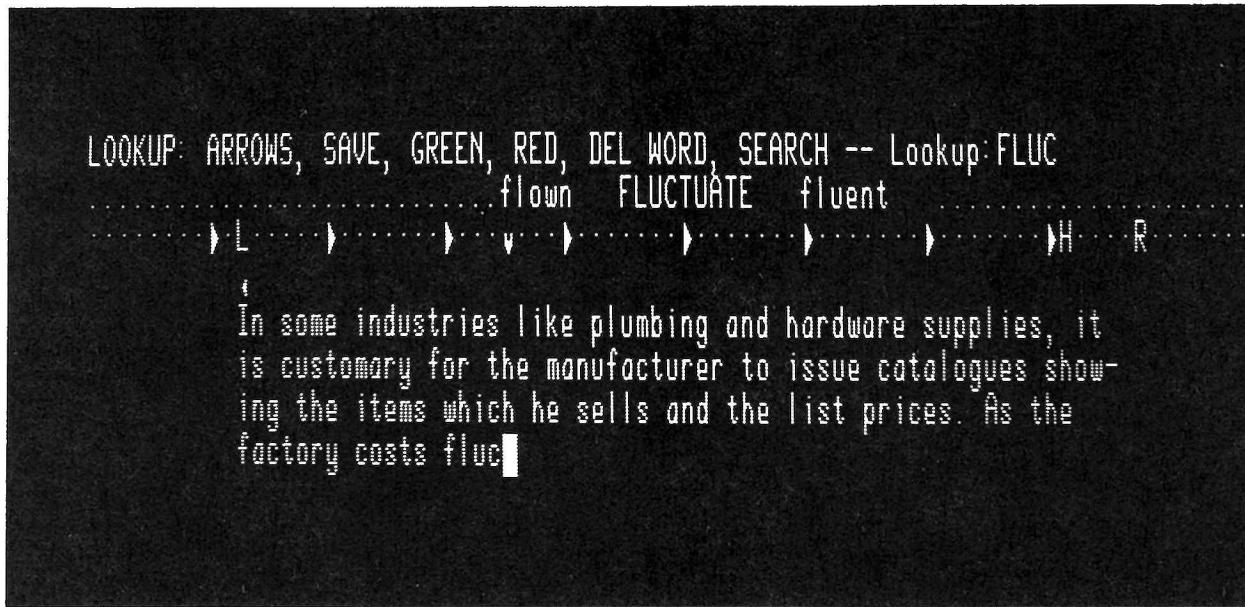
Figure 46-1. The Correcting Dictionary Display

4. **When the correct word shows as the middle (capitalized) word at the top of the screen, press the GREEN key.**
    The correct word replaces the word looked up in the document. The Correcting Dictionary is exited and the screen returns to normal editing mode. If the word does not have the right suffix it may be added it at this time.

5. **If the correct word cannot be found, do one of the following:**

    a. Look the word up in a dictionary book. Then add this word to the Correcting Dictionary and the document:
        1) While in the Correcting Dictionary, press SAVE.
        2) Type the correctly spelled word and press RETURN.
            The word typed is added to the Correcting Dictionary in alphabetical order.
        3) Use right-arrow or left-arrow key to find the newly added word.
        4) When the word shows as the middle (capitalized) word at the top of the screen, press the GREEN key.
            The correct word replaces the word looked up in the document. The Correcting Dictionary is exited and the screen returns to normal editing mode. If the word does not have the right suffix it may be added at this time.

    b. Press the RED key to exit the Correcting Dictionary.
        This exits the Correcting Dictionary and returns the screen to normal editing mode. The original word typed remains in the document.

HOW TO FIND THE CORRECT SPELLING OF A WORD DURING A SPELLING CHECK

While checking a document for errors with the Spelling Dictionary, the Correcting Dictionary can be used to look up and correct a misspelled word. The Spelling Dictionary is described in chapter 47. Follow these steps to find the correct spelling of a word that the cursor stopped at.

1. **During a spelling check, when the cursor stops at a word, press (CTRL) SPELL to enter the Correcting Dictionary.**
   This activates the Correcting Dictionary, displaying the three words that are closest to the one misspelled in the document. See figure 46-1.

2. **If the middle (capitalized) word at the top of the screen is the correct word, press the GREEN key. Otherwise go to step 3.**
   This inserts the word in the document, replacing the misspelled word. The spelling check then continues.

3. **While in the Correcting Dictionary use the left and right arrow keys to scroll through the dictionary, or press (CTRL) SEARCH:**

   a. Use the left arrow and right arrow keys to scroll back and forth through the words until the correct word is found.

   b. Press (CTRL) SEARCH then type as much of the word as you know.
      SEARCH is used to more closely pinpoint at word. When a prompt says, "What word are you looking for", type as much of the word as you know and press RETURN. The Correcting Dictionary moves to the nearest spelling location to the word or letters typed.

4. **When the correct word shows as the middle (capitalized) word at the top of the screen, press the GREEN key.**
   The correct word replaces the word looked up in the document. The Correcting Dictionary is exited and the screen returns to normal editing mode. If the word does not have the right suffix it may be added it at this time.

5. **If the correct word cannot be found, do one of the following:**

   a. Look the word up in a dictionary book. Then add this word to the Correcting Dictionary and the document:
      1) While in the Correcting Dictionary, press SAVE.
      2) Type the correctly spelled word and press RETURN.
         The word typed is added to the Correcting Dictionary in alphabetical order.
      3) Use right-arrow or left-arrow key to find the newly added word.
      4) When the word shows as the middle (capitalized) word at the top of the screen, press the GREEN key.
         The correct word replaces the word looked up in the document. The Correcting Dictionary is exited and the screen returns to normal editing mode. If the word does not have the right suffix it may be added at this time.

   b. Press the RED Key to exit the Correcting Dictionary.
      This exits the Correcting Dictionary and returns the screen to normal editing mode. The original word typed remains in the document.

Note: If you have found the word you are looking for but it does not have the right suffix, press the GREEN key and then the RED key. This replaces the misspelled word with the correct word in the text, then returns the screen to normal editing mode so you may change or add the suffix. To continue the spelling check press (CTRL) SPELL.

HOW TO ADD A WORD TO THE CORRECTING DICTIONARY

You may wish to add a word to the Correcting Dictionary which you have difficulty spelling. While in normal editing mode, follow the steps below.

1. **While in normal editing mode, press COMMAND (CTRL)SPELL.**
   This activates the Correcting Dictionary. See Figure 46-1.

2. **While in the Correcting Dictionary, press SAVE.**
   A prompt says, "Enter the word to be saved."

3. **Type the word to be added to the Correcting Dictionary. Then press the GREEN key.**
   The word is added to the Correcting Dictionary in alphabetical order. If the word added was typed incorrectly remove it from the dictionary following the steps in the last section of this chapter, "How To Delete A Word From The Correcting Dictionary."

4. **Press the RED key if you decide not to add a word to the Correcting Dictionary.**
   This removes the prompt, "Enter the word to be saved" and exits the Correcting Dictionary. The screen returns to normal editing mode.

HOW TO QUICKLY ADD MANY WORDS TO THE CORRECTING DICTIONARY

You may wish to add many words to the Correcting Dictionary. Use the steps described above to add one word at a time, or follow the steps below to insert the contents of a document (or part of it) quickly. Any words that are already in the Correcting Dictionary will not be added.

1. **On a clear screen type the words to be added to the Correcting Dictionary.**
   You may also recall a document and store its contents in the Correcting Dictionary.

2. **Put the cursor at the beginning of the words to be stored in the Correcting Dictionary.**
   The words from the cursor down will be stored in the Correcting Dictionary. Be sure all the words are spelled correctly.

3. **Press COMMAND (CTRL)SPELL.**
   This activates the Correcting Dictionary.

4. **While in the Correcting Dictionary, press COMMAND SAVE.**
   The cursor reads all the words in the document, adding the words to the Correcting Dictionary that are not already in it (including misspelled words).

5. **Press the RED key to stop saving words in the Correcting Dictionary.**
   The cursor stops after the last word that was saved in the Correcting Dictionary and returns to normal editing mode.

Note: To store these words in the Spelling Dictionary also, see chapter 47 under "How To Quickly Add Many Words To The Spelling Dictionary."

HOW TO DELETE A WORD FROM THE CORRECTING DICTIONARY

Use these steps to take out an unnecessary or misspelled word from the Correcting Dictionary.

1. **While in normal editing mode, press COMMAND (CTRL)SPELL.**
   This activates the Correcting Dictionary.

2. **While in the Correcting Dictionary, press DEL WORD.**
   A prompt says, "Enter the word to delete."

3. **Type the word to be deleted, then press RETURN.**
   The word typed is removed from the Correcting Dictionary. The prompt: "Enter the word to delete", appears again and more words can be deleted from the Correcting Dictionary until the RED key is pressed.

4. **To stop deleting words from the dictionary, press the RED key.**
   This exits the Correcting Dictionary and returns the screen to normal editing mode.

HOW TO USE THE SPELLING DICTIONARY

How To Check A Document For Misspelled Words
How To Quickly Add Many Words To The Spelling Dictionary
How To Delete Words From The Spelling Dictionary
How To Find Out How Full The Spelling Dictionary Is
How Many Words Can Be Stored In The Spelling Dictionary

Your Omega Level B Master Disk (not available on the 655 or on Omega Level A) contains two dictionaries: the Correcting Dictionary which helps you find the correct spelling of a word; and the Spelling Dictionary which looks for spelling errors in a document. This chapter describes the use of the Omega Spelling Dictionary. Chapter 46 describes the Omega Correcting Dictionary.

The Omega Spelling Dictionary is a list containing many of the most commonly used words in the English language: approximately 20,000 words on the 665; approximately 35,000 words on the 675. New words may be added to this list at any time. You can watch the Spelling Dictionary work as it scans your document for spelling errors. The cursor reads every word, stopping at any word that it does not find in the Spelling Dictionary. Then the word is corrected on the spot, and the spelling check proceeds. The Correcting Dictionary can be used to find out how a misspelled word should be spelled (see chapter 46).

HOW TO CHECK A DOCUMENT FOR MISSPELLED WORDS

Referring to the words in the Spelling Dictionary, the spelling checker goes over every word in your document for typographical errors. Punctuation and numbers are ignored so that a word such as **proprietor's** will be found in the dictionary under **proprietor.** Follow the steps below to verify the spelling of a document.

1. **Put the cursor at the beginning of the document.**
   To check part of a document put the cursor at the beginning of the section to be checked.

2. **Press (CTRL) SPELL.**
   The words, "SPELLING DICTIONARY" appear at the top of the screen. The cursor passes over every word in the document, checking for spelling errors and stops after any word it does not find in the Spelling Dictionary. When the cursor stops a prompt says: "Press SAVE to add the word, SPELL to lookup, GREEN to continue, or type". See figure 47-1.

3. **When the cursor stops at a word do one of the following:**

   a. **If the word is misspelled, correct it. Then press SPELL to continue the spelling check.**

```
Press SAVE to add the word, SPELL to lookup, GREEN to continue, or type
SPELLING DICTIONARY                    PAGE    1  LINE    4  CHAR  39
········▶·L····▶······▶······▶····v·▶······▶······▶······▶H··R·········
    ◀
    ◀
    Our wire service was prompt once again with the news that
    you would be joining us soon. Congratulations. It is with
    great pleasure that we welcm▌you back on our staff. We
    have already made accommodations for your arrival and Miss
    Rawlins will take care of any local business you might have.
    In addition, a car will be made available to you and your
    family for as long as you are here. ◀
    ◀
    By Monday the 24 we should be able to round up the board for
    a short meeting. Max Marin is our new marketing supervisor
    and I think that you will find him competent. It was his
    idea to introduce our now famous "Flight Executive" to the
```

Figure 47-1. The Spelling Dictionary Display

b. **Press SAVE to add the word to the Spelling Dictionary.**
    If the word is spelled correctly but isn't in the Spelling Dictionary,
    press SAVE to add the word to the dictionary. Then it can be used in
    future spelling checks. The word is stored in the Spelling Dictionary
    and the spelling check continues.

c. **Press the GREEN key to continue the spelling check.**
    If you don't want to save the word in the Spelling Dictionary or cor-
    rect it (for example, a person's name), press the GREEN key to proceed
    with the spelling check.

d. **Press (CTRL) SPELL to find out how to spell the word.**
    This activates the Correcting Dictionary, displaying the three words
    that are closest to the one misspelled in the document (see figure
    46-1). For details on how to use the Correcting Dictionary during a
    spelling check see Chapter 46 under, "How to Find the Correct Spelling
    of a Word During a Spelling Check".

4. **To stop the spelling check before reaching the end of the document, press
    the RED key.**

Note: The spelling check does not verify the syntax of a document, e.g. it
will accept "I no you will like it.", since all the words in the sentence are
correctly spelled.

HOW TO QUICKLY ADD MANY WORDS TO THE SPELLING DICTIONARY

An entire document of words may be added to the Spelling Dictionary for use in future spelling checks. Follow these steps to add many words to the Spelling Dictionary automatically.

1. **Proofread the document to see that all the words are spelled correctly.**
    All the words not already in the Spelling Dictionary will be added to it, including misspelled words.

2. **Put the cursor at the beginning of the words to be stored in the Spelling Dictionary.**

3. **Press COMMAND A W (Add Words).**
    A prompt says, "Add All Words". The cursor then reads all the words in the document, adding any words to the Spelling Dictionary that are not already in it (including any misspelled words).

4. **To stop adding words to the Spelling Dictionary before reaching the end of the document, press the RED key.**
    The cursor will stop after the last word added to the Spelling Dictionary.

Notes :
To put a specific set of words into the Spelling Dictionary, use a clear screen and type the words. Then follow the steps above for adding the words to the dictionary.

To store these words in the Correcting Dictionary also, see chapter 46 under "How to Quickly Add Many Words to the Correcting Dictionary".

HOW TO DELETE WORDS FROM THE SPELLING DICTIONARY

Sometimes an incorrectly spelled word was unintentionally added to the Spelling Dictionary. Do the following to remove a word from the Spelling Dictionary.

1. **Type the word(s) to be deleted.**

2. **Press COMMAND D W (Delete Word).**
    A prompt says, "DELETE MODE - Put cursor on word & press DEL WORD".

3. **Put the cursor on the word and press DEL WORD.**
    The word is then taken out of the Spelling Dictionary. Then the cursor moves to the next word and the prompt continues to appear. That word can be deleted or use the arrow keys to move to the next word to be deleted from the Spelling Dictionary.

4. **Repeat step 3 until finished deleting words from the dictionary. Then press the RED key.**
    This exits the Spelling Dictionary and returns the screen to normal editing mode.

HOW TO FIND OUT HOW FULL THE SPELLING DICTIONARY IS

To find out how many words are in the Spelling Dictionary and what percentage of its capacity has been filled, follow these steps.

1. **Press COMMAND D R (Dictionary Report).**
   A counter at the top of the screen counts the words in the Spelling Dictionary. This process takes a few minutes. When it is finished, the total number of words and the percentage of space they take up in the Spelling Dictionary is displayed.

2. **To stop the Dictionary Report counter before it is finished, press the RED key.**

Note: The Spelling Dictionary is stored in an unreadable format, so that it is not possible for the operator to look at the list of words on the screen.

HOW MANY WORDS CAN BE STORED IN THE SPELLING DICTIONARY

Each type of 600 Series Compucorp Word Processor has a different number of words that may be contained in the Spelling Dictionary. As the number of words in the Spelling Dictionary approaches or exceeds the rated capacity, some problems arise.

1. **The approximate rated capacity of the various Compucorp 600 Series Word Processors is as follows:**

   > 655 = Dictionary feature is not available on this model.
   > 665 = 24,000 words
   > 675 = 60,000 words
   > 685 = 1,000,000 words*

2. **The Spelling Dictionary rated capacity may be exceeded by as much as 40%.**
   However, the following problems arise as the rated capacity is approached or exceeded:

   a. The probability of not being able to add a new word increases:
      If the Spelling Dictionary is not able to add the word you typed, the error number 1501 appears at the top of the screen. This number is an indication that the Spelling Dictionary is becoming full. You will probably be able to add more words to the dictionary even after seeing this message, but you are reaching the Spelling Dictionary limit.

   b. The probability that the spelling check accepts a word that is not actually in the Spelling Dictionary increases.

* This requires a special configuration. Please consult your Compucorp sales representative for more details.

INTERACTIVE MATH

Interactive math has three modes (not available on Level A). They allow you to use OMEGA as a standard calculator and to quickly verify row and column totals in tables. Interactive calculations are performed as the appropriate keys are pressed. Pre-programmed math which embeds math instructions in text for later calculation is described in Chapters 50-59.

Horizontal math and vertical math (COMMAND C2 and C3), for row and column verification, require that the numbers in the rows and columns of the table be aligned on decimal tabs. See Chapter 50 for a complete description of how to type rows and columns.

1. **Press COMMAND; then press**

   a. C1 to enter calculator math.

   b. C2 to enter horizontal math.

   c. C3 to enter vertical math.

   The seven special function math keys are now activated. (They are printed in green on the function strip.) Do not press SHIFT or CTRL when using these keys.

2. **Enter the first number to be calculated.**

   a. If you are in calculator math, type the first number using the number pad on the right of the keyboard. Press CHG SIGN if the number should be negative. Use BACKSPACE to correct errors.

   b. If you are in horizontal math, put the cursor on the first number in the row. Numbers identified by "-", "( )" and "< > " are recognized as negative numbers.

   c. If you are in vertical math, put the cursor on the first number in the column. Numbers identified by "-", "( ) " and "< >" are recognized as negative numbers.

3. **Press the special function key of the calculation you want to perform, "+" to add, "-" to subtract, "x" to multiply, "÷" to divide.**

4. **Enter the next number to be calculated.**

a. If you are in calculator math, type the number.
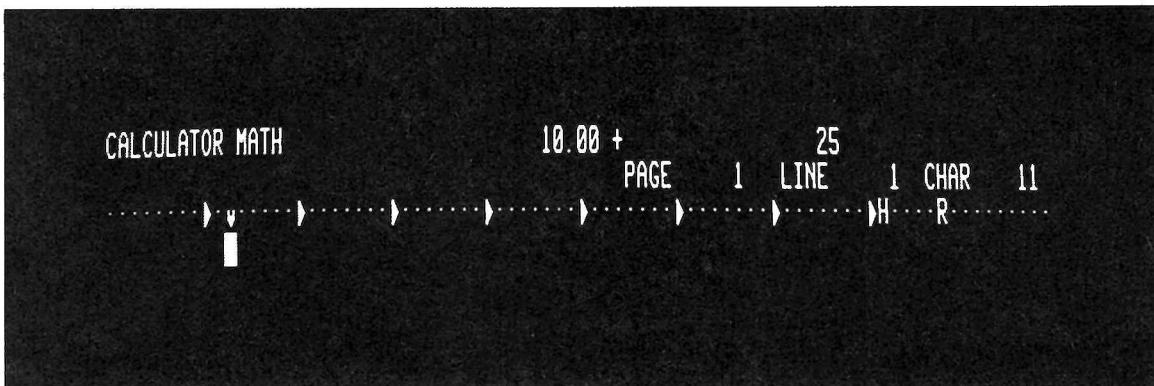
Figure 48-1.
Use the number pad to enter the next number to be calculated.

b. If you are in horizontal math, the cursor moves automatically to the next number in the row.
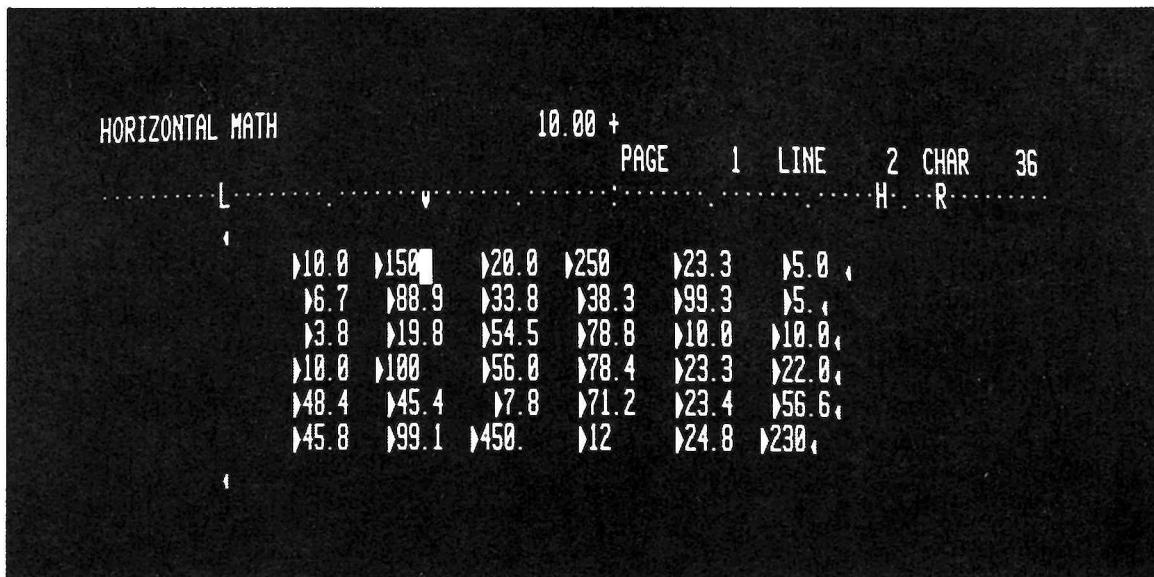
Figure 48-2. The cursor moves automatically to the next number in the row.

c. If you are in vertical math, the cursor moves automatically to the next number in the column.

5. Repeat steps 3 and 4 for additional numbers to be calculated.

6. Press the equal sign to display the answer.

a. If you are in calculator math, the answer appears at the center display on the top of the screen.

b. If you are in horizontal math, the answer appears at the center display on the top of the screen <u>and</u> at the cursor location.

c. If you are in vertical math, the answer appears at the center display on the top of the screen <u>and</u> at the cursor location.
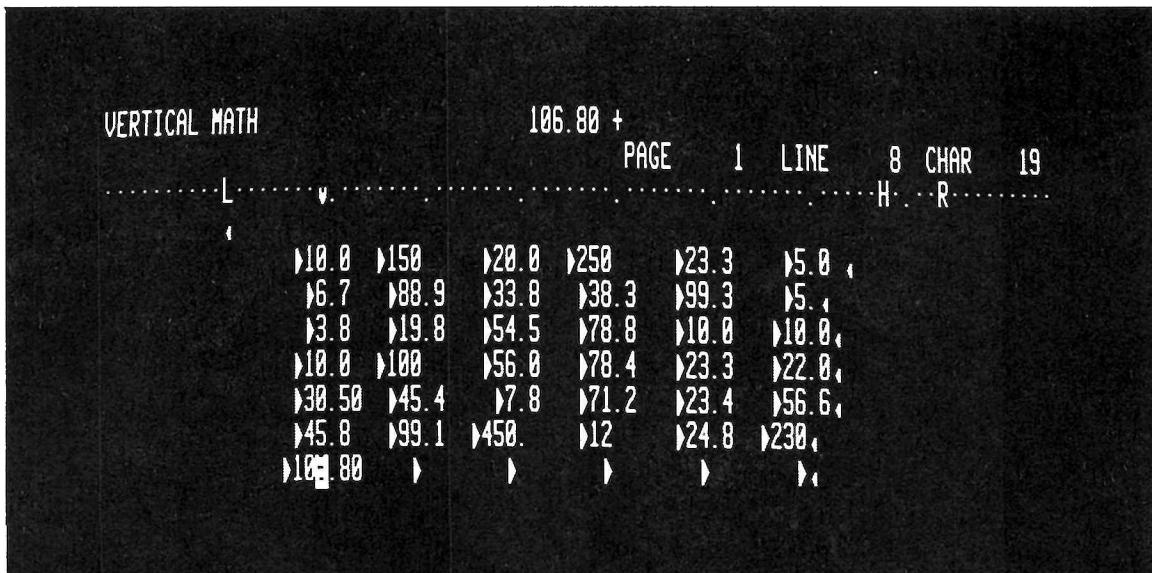
Figure 48-3.
The answer appears at the center display and at the cursor location.

7. To change the number of decimal places in the answer, type "p" for "precision"; then type the number of decimal places you want in the answer.
See Chapter 52 for a complete description of precision.

8. Press RESET to clear the display for new calculations.

9. Repeat steps 2 through 7 for additional calculations.

10. **Press COMMAND to rotate between calculator math, horizontal math and vertical math.**
    The current calculation is not terminated until you press RESET so you may combine the functions.

11. **Press RED KEY to return to normal editing.**

Chapter 49

USING CALCULATOR MATH TO PUT NUMBERS IN TEXT

Calculator math can be used to do instant calculations and put the results into text. See chapter 48 for a complete description of how to use calculator math.

1. **Before entering calculator math, insert two field markers at each location in the text where an answer will appear.**
   Press COMMAND MF (Make Field). This makes a field marker. The field markers are required so that calculator math knows exactly where to put the number when inserting it into text.

2. **Press COMMAND; then press Cl to enter calculator math.**

3. **Perform the calculation.**

4. **Press COMMAND to rotate to vertical math.**

5. **Put the cursor on the second field marker where the answer is to display.**

6. **Press the equal sign to display the answer in text.**

7. **Press RESET to clear the display for new calculations.**

8. **Press the RED key to return to normal editing.**

Chapter 49

USING CALCULATOR MATH TO PUT NUMBERS IN TEXT

Calculator math can be used to do instant calculations and put the results into text. See chapter 48 for a complete description of how to use calculator math.

1. **Before entering calculator math, insert two field markers at each location in the text where an answer will appear.**
   Press COMMAND MF (Make Field). This makes a field marker. The field markers are required so that calculator math knows exactly where to put the number when inserting it into text.

2. **Press COMMAND; then press Cl to enter calculator math.**

3. **Perform the calculation.**

4. **Press COMMAND to rotate to vertical math.**

5. **Put the cursor on the second field marker where the answer is to display.**

6. **Press the equal sign to display the answer in text.**

7. **Press RESET to clear the display for new calculations.**

8. **Press the RED key to return to normal editing.**

AUTOMATIC ROW AND COLUMN ADDITION

How To Type Rows and Columns
How To Define a Calculation Area
How To Perform Automatic Row and Column Addition
How To Recalculate Totals in a Table

OMEGAMATH can automatically calculate numbers within a document using instructions embedded in math blocks (not available on Level A).[1] It is especially useful for adding rows and columns within a table. If numbers within the table are changed, the totals can be recalculated without entering the instructions again.

This chapter explains the three requirements necessary for all automatic math functions which calculate tables:

1) The numbers to be calculated must be aligned on decimal tabs.

2) Tab markers must be entered where the totals are to appear.

3) The table to be calculated is identified by a math-begin instruction at the top of the table <u>and</u> a math-end instruction at the end of the table.

How To Type Rows and Columns

A row is a line of numbers which appears horizontally in a table.

12	45	78	89	65	77

A column is a line of numbers which appears vertically in a table.

12
23
45

1. Set decimal tab stops for the numbers in the table.
   (Refer to Chapter 15 for a complete description of setting tab stops.)

   a. Press COMMAND; then press TAB.
      A tab ruler appears on the screen.

   b. Press (CTRL) DELETE to delete all tab settings.

----

[1] A math block is a format marker which contains math instructions.

    c.   Use arrow keys to move the cursor to the location of each decimal tab setting. Then press the decimal point (period) key. This sets a decimal tab.

    d.   Press RETURN to remove the tab ruler and return to normal editing. The decimal tabs are now set. Numbers may now be entered.

2. Enter the numbers to be calculated.
Each number must be preceded by a tab marker.

3. Enter tab markers where the totals are to appear.

    a.   If you are adding all rows, put an extra tab marker at the end of each row. Row totals always go into the last tab marker in each row.

    b.   If you are adding all columns, enter a tab marker for each column total on a line below the columns. Column totals always go into tab markers on a line below the columns.

    c.   If you are adding all rows and columns, enter the extra tab marker at the end of each row of numbers <u>and</u> the tab marker for each column total on a line below the columns.

Figure 50-1. Row totals go into the last tab marker in each row.

Figure 50-2. Column totals go into tab markers on a line below the columns.

Figure 50-3. Tab markers for row and column totals.

How To Define A Calculation Area

The table to be calculated is identified by a math-begin instruction and a math-end instruction. The calculation area is between these instructions. All calculations will be performed within this area.

1. **Put the cursor on the first line of the table at the left margin.**
   The math-begin instruction must appear on the left margin of the first line to be calculated. The numbers in the first line of the table will move to the right as you enter the instructions. These will realign when the math instructions have been put into a math block.

2. **Type the math-begin instruction.**

   a. If you are adding rows, type "+r" (for "add rows").
      This is the instruction to add all the rows in the table.

   b. If you are adding columns, type "+c" (for "add columns").
      This is the instruction to add all the columns in the table.

   c. If you are adding rows and columns, type "+r:+c" (for "add rows: add columns"). Whenever multiple instructions are entered, they must be separated by a colon.

3. **Surround the instructions with block markers.**

   a. Rows: ⊁+r⊀

   b. Columns: ⊁+c⊀

   c. Rows and Columns: ⊁+r:+c⊀

   The block-begin arrow is put in with BLOCK "B". The block-end arrow is put in with BLOCK "E". (Defining blocks is described in more detail in Chapter 23.)
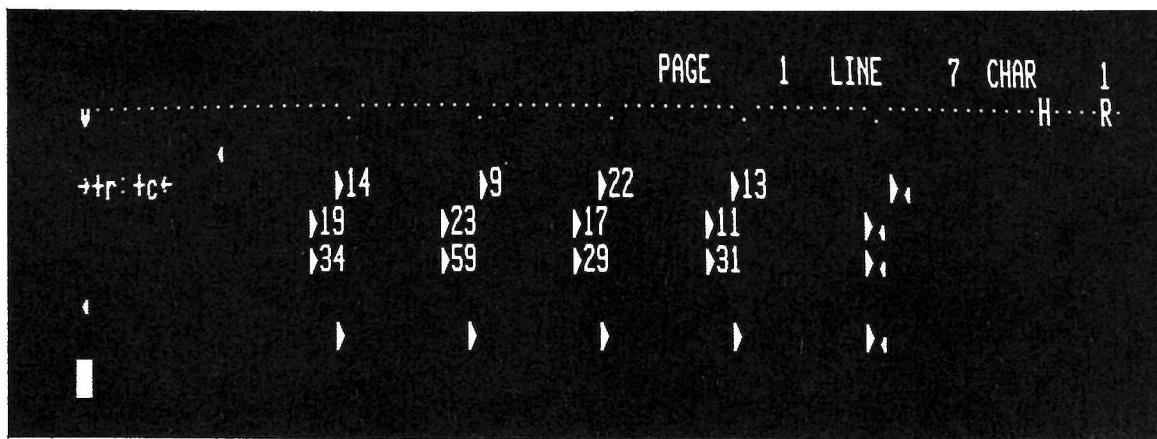
Figure 50-4. Surround the math instructions with block markers.

4. Press BLOCK; then press (CTRL) MATH.
The instructions then disappear from the screen into a math block. This math-begin block defines the beginning of the calculation area.

To see the math block, go into trace mode. It looks like a format marker (square donut). To see the contents of the math block, put the cursor on it. The math instructions will be displayed on the message line at the top of the screen.

5. If the first line did not realign correctly, press FORMAT. Make sure that the math block is on the left of the first line of the table.
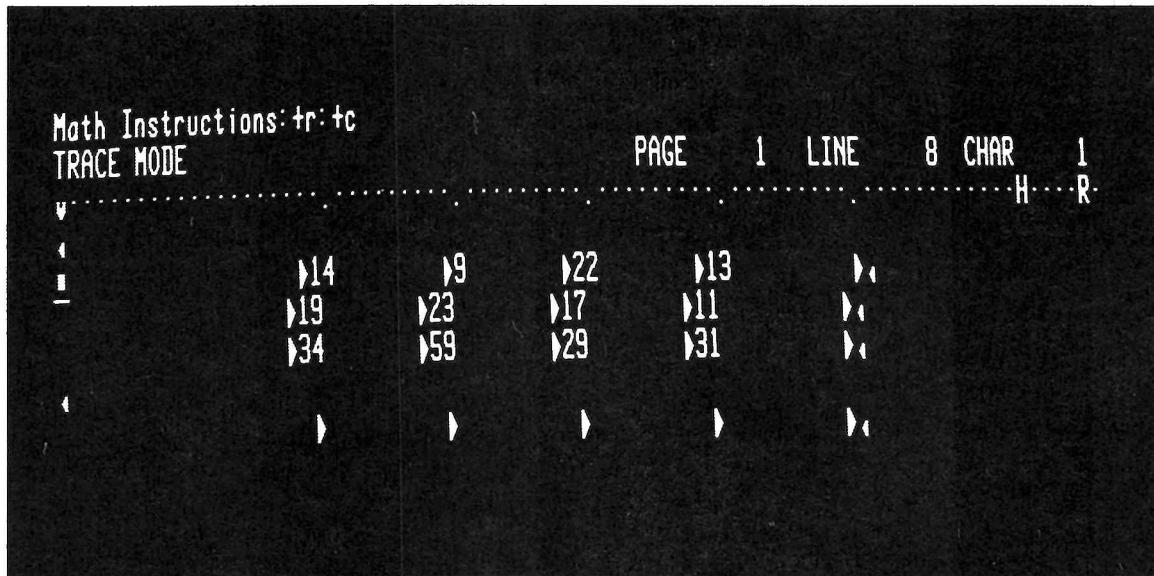
Figure 50-5. Make sure that the math block is on the left
of the first line of the table.

6. Put the cursor on the left margin at the end of the calculation area.

a. If you are adding only rows, the math-end instruction must go below the last row.

b. If you are adding only columns, the math-end instruction must go on the line where the column totals will appear.

c. If you are adding rows and columns, the math-end instruction must go on the line where the column totals will appear.

7. Enter the math—end instruction. Press BLOCK "B"; then press BLOCK "E".
This creates an empty block. The block-begin and block-end markers are adjacent.
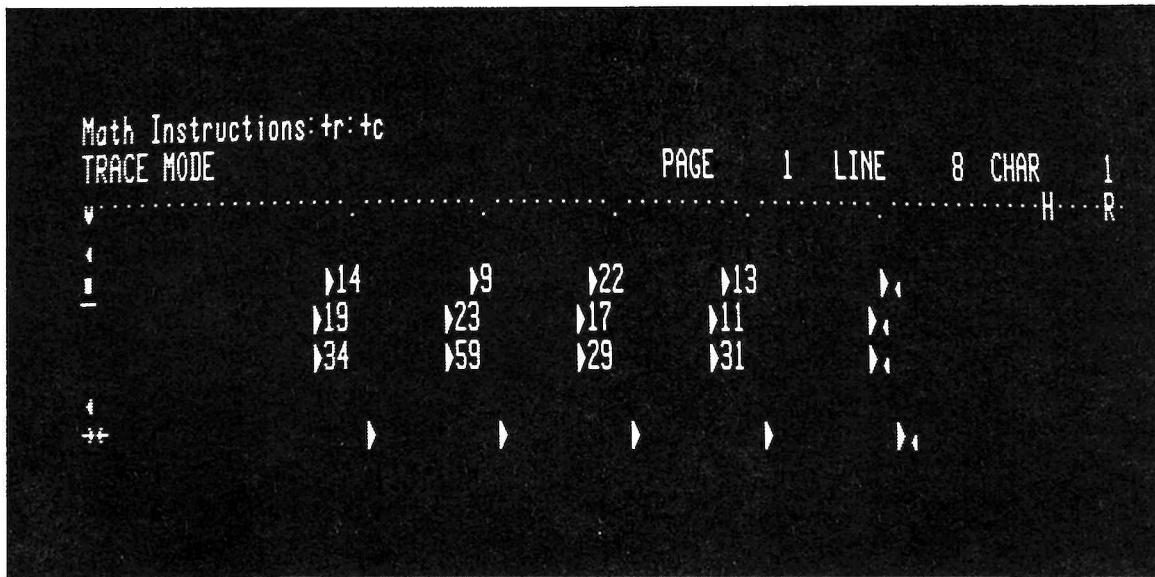
Figure 50-6. An empty block is the math—end instruction

8. Press BLOCK; then press (CTRL) MATH.
The empty block then disappears from the screen into a math-end block. As with the math-begin block, it can be seen as a format marker in trace mode. This math-end block defines the end of the calculation area.

The above steps have created a math-begin block and a math-end block. The area between them is called a calculation area. These blocks are required for OMEGAMATH to calculate with numbers in the calculation area.

How To Perform Automatic Row And Column Addition

1. Put the cursor above the table.
The cursor must be above the math-begin instruction.

2. Press (CTRL) MATH.
The calculation is performed and the totals appear at the tab marker locations at the end of each row and/or column.

3. Press RED KEY to stop math calculation.

```
Math Instructions: tr:tc
TRACE MODE                              PAGE    1  LINE    8 CHAR    1
                                                                  H---R
▼ · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · · ·

            ▶14        ▶9        ▶22       ▶13       ▶58.00◀
            ▶19        ▶23       ▶17       ▶11       ▶70.00◀
            ▶34        ▶59       ▶29       ▶31       ▶153.00◀

            ▶67.00    ▶91.00    ▶68.00    ▶55.00    ▶281.00◀
```

Figure 50-7. The totals appear at the tab marker locations at the
end of each row and below each column.

How to Recalculate Totals in a Table

After math has been performed, numbers within the table can be changed. The
table can then be recalculated. New totals will replace the old totals.

1. **Edit the numbers in the table as required.**
   It is often convenient to edit tables in replace mode. It is not necessary
   to delete the old totals.

2. **Put the cursor above the table.**

3. **Press (CTRL) MATH.**
   This recalculates the entire table. The new totals replace the old totals.

Chapter 51

CHANGING MATH INSTRUCTIONS

Math instructions in math blocks can be edited. To edit a math block, the instructions in the math block must be brought back into the document.

1. **While in trace mode, put the cursor on the math block.**
   The math instructions will be displayed on the message line at the top of the screen.

2. **Press RECALL.**
   The math instructions are brought into the text. Each math instruction is displayed on a separate line.

3. **Change the math instructions as you wish.**
   They are now part of the document and can be edited.

4. **When the changes are complete, make sure the math instructions are surrounded by block markers. Then press BLOCK; then press (CTRL) MATH.**
   The math instructions disappear into the math block.
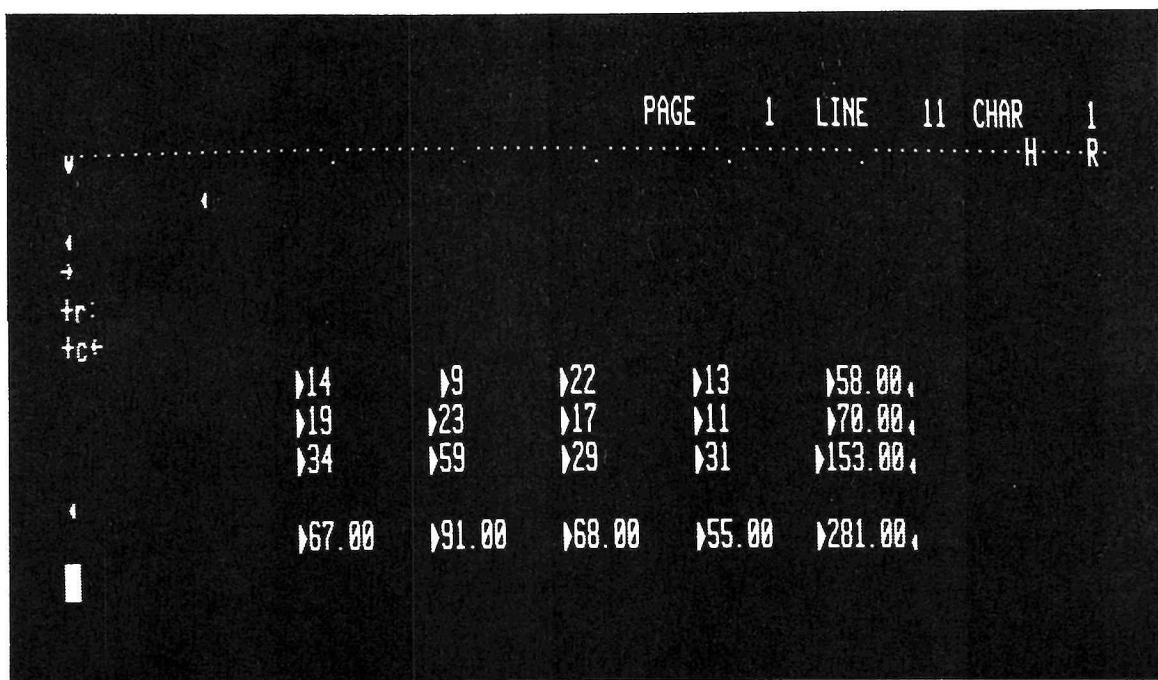
Figure 51-1. Recalled math instructions are displayed on separate lines.

HOW TO CHANGE THE NUMBER OF DECIMAL PLACES DISPLAYED IN TOTALS

Normally, calculated numbers are displayed with two digits following the decimal point. This can be changed with the precision instruction. Precision refers to the numbers of digits after the decimal point.

The precision instruction must be typed before the instruction which does the calculation. This procedure does not affect numbers which are typed into the table. It only affects the calculated totals.

1. **Type "p" (for precision) followed by the number of decimal places you want in the totals.**
   For example, "p3" for three decimal places; p0 for no decimal places. The precision instruction affects all totals which follow it in the calculation area until a new precision instruction is given.

2. **Type a colon after the number.**
   A precision instruction must be separated from other math instructions by a colon. For example, "p0:+r".

3. **Different precision instructions can be given for each instruction.**
   For example, "p0:+r:p1:+c"; row totals will be displayed with no decimal places; column totals will be displayed with one decimal place.

Figure 52-1. Precision instructions can be given for each calculation.

Negative Precision

Precision, by defining how many numbers are to be displayed to the right of the decimal point, also defines how the number is to be rounded. With a precision of 2, the number is rounded to 2 decimal places. It is sometimes desirable to round numbers to the nearest ten, hundred or thousand. This is accomplished with negative precision. Examples:

Precision -1 will round the number to the nearest 10. 1,819 would be displayed as 1,820.

Precision -2 will round the number to the nearest 100. 1,819 would be displayed as 1,800.

Precision -3 will round the number to the nearest 1,000. 1,819 would be displayed as 2,000.

Negative precision rounds to the left of the decimal point. It specifies how many numbers to the left of the decimal point are to be displayed as 0. For example, "p-1:+c" will display all answers rounded to the nearest 10.
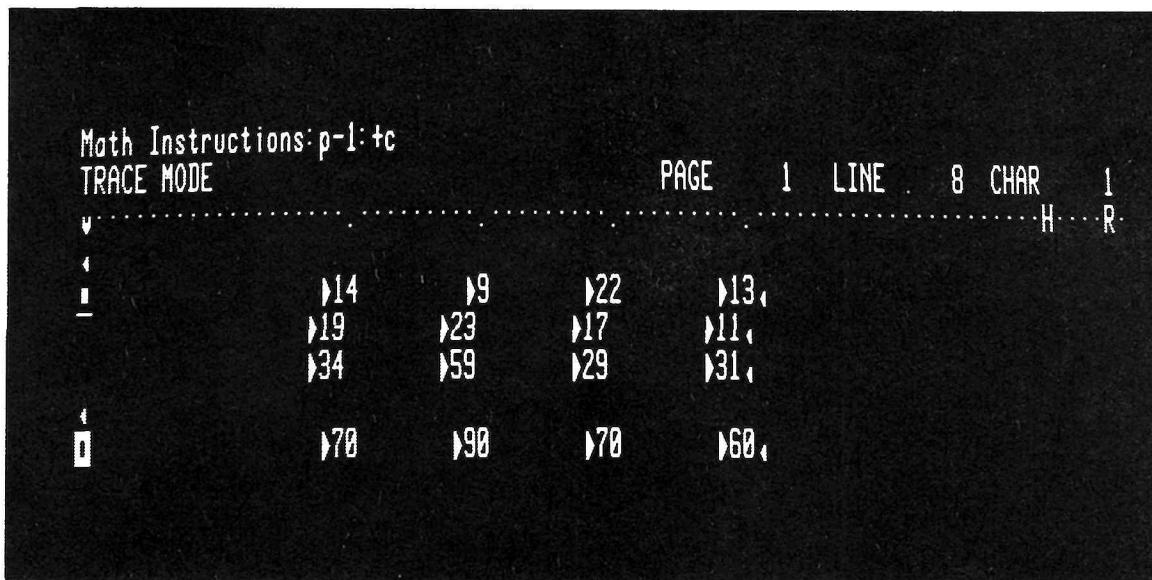
Figure 52-2. Totals rounded to nearest 10.

Chapter 53

AUTOMATIC ADDITION OF SELECTED ROWS AND COLUMNS

Chapter 50 describes adding <u>all</u> the rows and/or columns of a table. This chapter describes the math instructions required to add individual rows and columns in a table. Refer to Chapter 50 for the descriptions of entering and executing math instructions.

Rows are numbered from top to bottom beginning with r1.

r1--	56	89	55
r2--	53	29	42
r3--	45	27	89

Columns are numbered from left to right beginning with c1.

<u>c1</u>	<u>c2</u>	<u>c3</u>
56	89	55
53	29	42
45	27	89

Columns of descriptive text, not on decimal tabs, are excluded.

	<u>c1</u>	<u>c2</u>	<u>c3</u>
Jones	56	89	55
Smith	53	29	42
Brown	45	27	89

1. **To perform addition on selected rows and columns, follow the "+r" or "+c" with the row or column number.** Examples:

    Type "+r1" to add row 1.

    Type "+r2" to add row 2.

    Type "+c1" to add column 1.

    Type "+c2" to add column 2.

2. **To add more than one row or column, separate each instruction with a colon.** Examples:

    Type "+r1:+r3" to add row 1 and row 3.

    Type "+c1:+c2" to add column 1 and column 2.

    Type "+r1:+c1" to add row 1 and column 1.

Math Instructions: +r1: +r3: +c2
TRACE MODE   PAGE   1   LINE   8 CHAR   1

```
14      9      22     13     58.00
19     23      17     11
34     59      29     31     153.00

          91.00
```
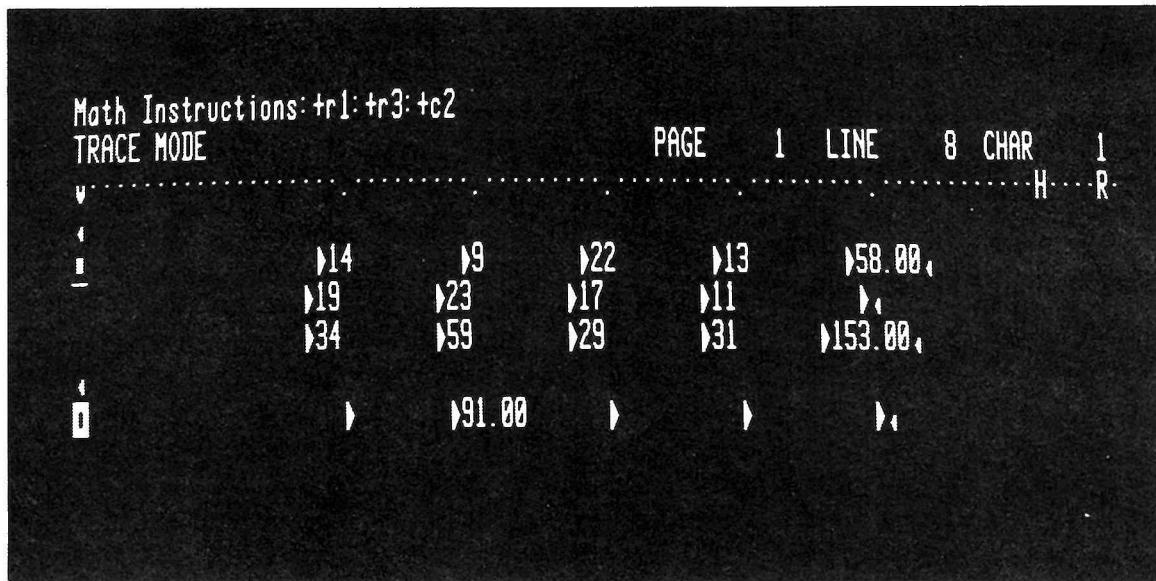
Figure 53-1. Separate each instruction with a colon.

HOW TO AVERAGE ROWS AND COLUMNS

This chapter describes how to calculate the averages of rows and columns in a table. Averages can be calculated on all the rows, all the columns, all the rows and columns or just selected rows and columns.

1. **To calculate averages, precede each row or column addition instruction whose result should be an average with "a" (for average).**
   Averages go into the tab marker where the total normally appears. Examples:

   Type "a+r" to average all the rows.

   Type "a+c" to average all the columns.

   Type "a+r1" to average only row 1.

   Type "a+c4" to average only column 4.

2. **To average more than one column or row, separate each instruction with a colon.** Examples:

   Type "a+r:a+c" to average all the rows and columns.

   Type "a+r1:a+c3" to average only row 1 and column 3.

```
Math Instructions: a+c
TRACE MODE                           PAGE   1  LINE   9 CHAR   1
                                                         H   R
  ▶14      ▶9       ▶22      ▶13
  ▶19      ▶23      ▶17      ▶11
  ▶34      ▶59      ▶29      ▶31

  ▶22      ▶30      ▶23      ▶18
```
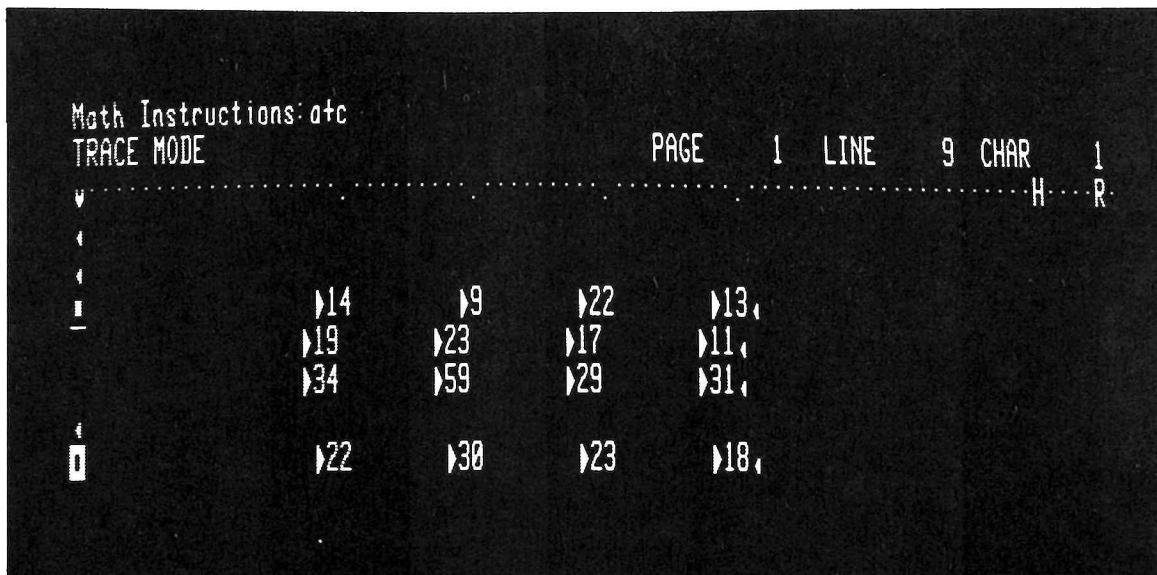
Figure 54-1. Precede the math instruction with an "a".

Chapter 55

HOW TO USE SELECTED ELEMENTS IN A TABLE

In addition to calculating whole rows and columns of numbers, OMEGAMATH can perform calculations on individual numbers within a table and display the results in individual locations. The individual locations are called elements. This chapter describes:

**Names For Elements in a Table
Calculations Which Can Be Performed Using Elements
Calculations in a Single Row or Column
Repeated Calculations on Corresponding Elements
Replacement of an Element**

Names For Elements in a Table

Every number in a table can be identified by its location within the table. The name of a location includes the row or column number and the element number within the row or column. Each location in a table has two possible names, a row name and a column name. This method of identifying individual numbers in a table will be used in writing math instructions. Row names are used in row calculations. Column names are used in column calculations. For example:

	column 1	column 2	column 3
row 1	r1e1 or c1e1	r1e2 or c2e1	r1e3 or c3e1
row 2	r2e1 or c1e2	r2e2 or c2e2	r2e3 or c3e2
row 3	r3e1 or c1e3	r3e2 or c2e3	r3e3 or c3e3
row 4	--- no table elements on this line ---		
row 5	r5e1 or c1e5	r5e2 or c2e5	r5e3 or c3e5

Rows are numbered from top to bottom beginning with r1. Blank rows are included in the row counting. Elements within the row are numbered from left to right beginning with e1. Columns are numbered from left to right beginning with c1. Elements within the column are numbered from top to bottom beginning with e1.

Calculations Which Can Be Performed Using Elements

OMEGAMATH can perform addition (+), subtraction (-), multiplication (x) and division (/) on selected elements in a table and put the answer into any selected element (=). Math instructions include the name of each element to be used in the calculation, the mathematical sign for the calculation to be performed, and the name of the element where the answer will appear.

1. Type the name of the first element to be calculated, like "rlel".

2. Type the mathematical sign, "+". "-", "x", or "/".

3. Type the name of the second element to be calculated, like "r2e2".

4. Type the equal sign, "=".

5. Type the name of the element where the answer will appear, like "r3e3".
   A completed math instruction should look like this: "rlel+r2e2=r3e3".
   Note: Math instructions with more than two terms and with parentheses can
   be used. See Chapter 57.
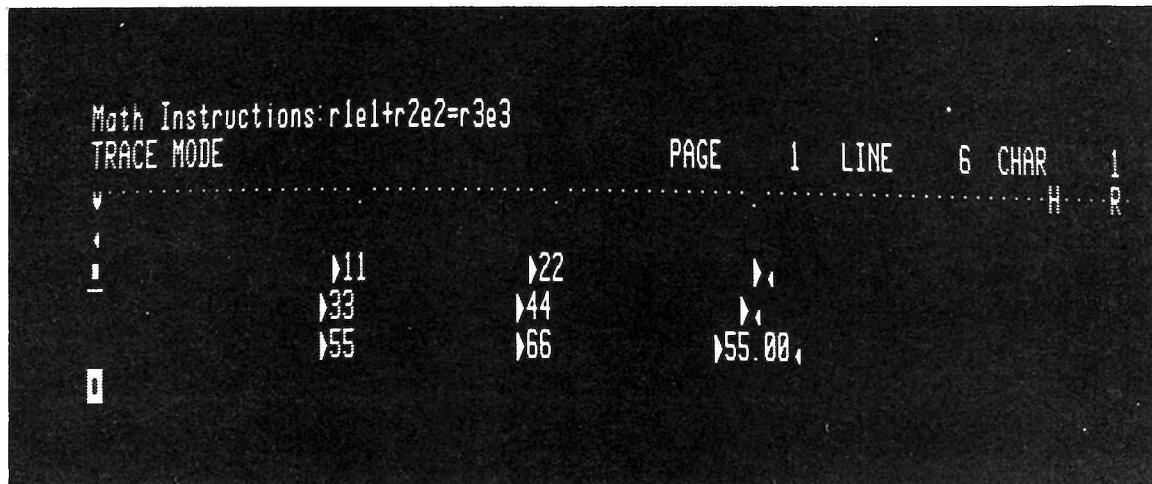
Figure 55-1. Calculations can be performed on any elements in the table.

Calculations in a Single Row or Column

If all the selected elements in a math instruction are in the same row or
column, the row or column number <u>may</u> be omitted after the first element is
identified. For example, "rlel+re2=re3" is a "shorthand" version of
"rlel+rle2=rle3". Also, "clel-ce2=ce3" is the "shorthand" version
"clel-cle2=cle3".

Repeated Calculations On Corresponding Elements

To use a single math instruction to do the same calculation on <u>all</u> rows of a table, don't use a row number. For example, "re1xre2=re3" will multiply elements 1 and 2 of each row and put the answer in element 3 of the rows.

Similarly, omit the column number to use the same instruction for all columns. For example, "ce1+ce2=ce3" will add elements 1 and 2 of each column and put the answer in element 3 of the columns.

An instruction which doesn't specify a row or column number will be repeated for all rows or columns in a table.

Figure 55-2. An instruction which doesn't specify a row or column
will be repeated for all rows or columns in a table.

Replacement

Using OMEGAMATH you can perform a calculation on a number in a table and replace the number with the calculated total. The instruction "2xre1=re1" will multiply the number in row element 1 by 2 and put the product back into row element 1, replacing the original number.

Figures 55-3 and 55-4 show a table before and after calculating the instruction, "re1xre2=re2:re1xre3=re3:re1xre4=re4".

Figure 55-3. The math instructions specify replacement.

Figure 55-4. After executing MATH,
each element has been replaced with the new number.

PERCENTAGES

To perform percentage calculations, put a "%" into a math instruction. OMEGAMATH then automatically does the calculation with 100. The examples below show where the percent sign goes and the result of a percentage calculation.[1]

1. Percentage addition:
   Follow the percentage to be added by a %.

        re1 + re2% = re3
        200 + 25% = 250
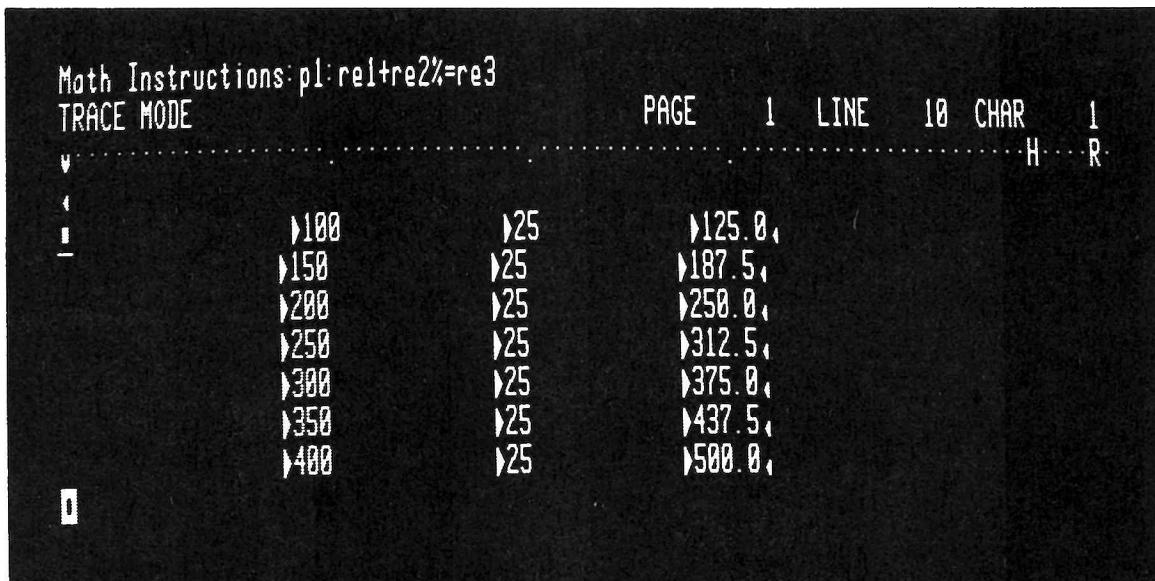
Figure 56-1. Percentage addition after calculation.

----
[1]In these examples, re1 has the value of 200, re2 is 25 percent, and the answer is put into re3.

2. Percentage subtraction:
Follow the percentage to be subtracted by a %.

        rel - re2% = re3
        200 - 25% = 150

3. Percentage multiplication:
Follow the percentage to be multiplied by a %.

        rel x re2% = re3
        200 x 25% = 250

4. Percentage division:
Follow the percentage to be divided by a %.

        rel / re2% = re3
        200 / 25% = 800
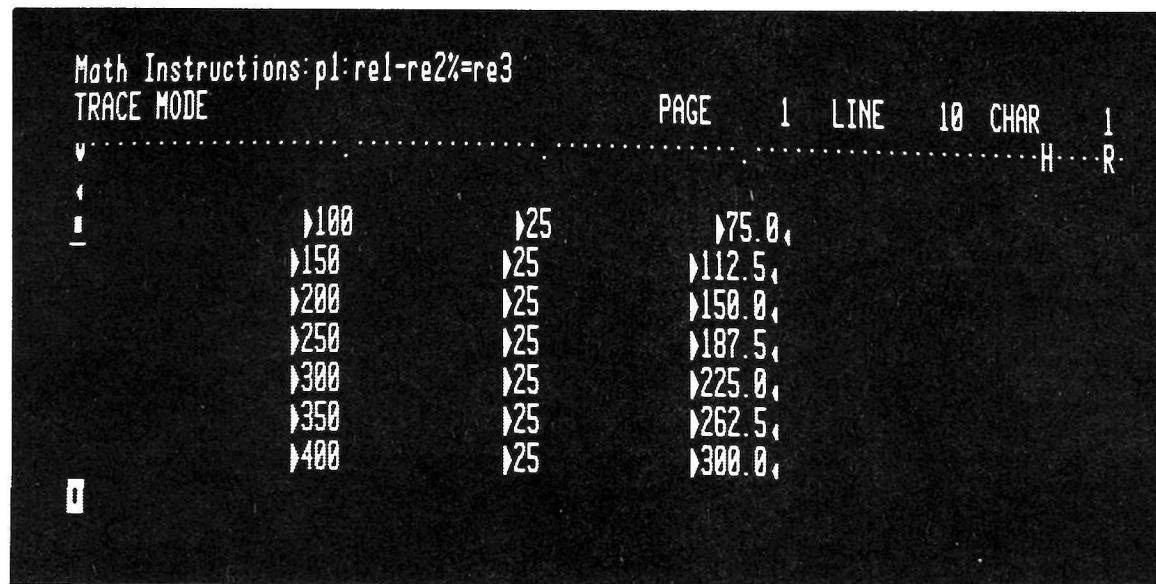
Figure 56-2. Percentage subtraction after calculation.

```
Math Instructions:pl:re1xre2%=re3
TRACE MODE                          PAGE    1  LINE   11  CHAR    1
▼..................................................................H...R.
◀
◀
▪        ▶100          ▶25          ▶25.0◀
─        ▶150          ▶25          ▶37.5◀
         ▶200          ▶25          ▶50.0◀
         ▶250          ▶25          ▶62.5◀
         ▶300          ▶25          ▶75.0◀
         ▶350          ▶25          ▶87.5◀
         ▶400          ▶25          ▶100.0◀

▯
```

Figure 56-3. Percentage multiplication after calculation.

```
Math Instructions:pl:re1/re2%=re3
TRACE MODE                          PAGE    1  LINE   11  CHAR    1
▼..................................................................H...R.
◀
◀
▪        ▶100          ▶25          ▶400.0◀
─        ▶150          ▶25          ▶600.0◀
         ▶200          ▶25          ▶800.0◀
         ▶250          ▶25          ▶1,000.0◀
         ▶300          ▶25          ▶1,200.0◀
         ▶350          ▶25          ▶1,400.0◀
         ▶400          ▶25          ▶1,600.0◀

▯
```

Figure 56-4. Percentage division after calculation.

Chapter 57

ADVANCED MATH INSTRUCTIONS

Multiple Elements in a Math Instruction
Using Numbers in a Math Instruction
Multiple Math Instructions in a Math-Begin Block
Connecting Math Instructions
Calculations on the Last Row
Negative Numbers
Stop—Multiple Calculation Areas

This chapter describes more comprehensive uses of OMEGAMATH. Math instructions can have many elements. Numbers which are not in a table can be used in math instructions to perform calculations. There can also be more than one math instruction in a math-begin block.

Multiple Elements in a Math Instruction

You can use +, -, x, /, (), and = to calculate the elements in math instructions. An example is "re1+re2xre3/re4=re5".

Math instructions are calculated from left to right. In the above example, if re1, re2, re3 and re4 have the values 2, 3, 4 and 5, respectively, it's calculated this way:

         2 + 3 x 4 / 5 =
             5   x 4 / 5 =
                 20   / 5 = 4

First the 2 + 3 on the left is calculated to get 5. Then the 5 is multiplied by the next number, 4, to get 20. Then the 20 is divided by the last number, 5, to get the result, 4.

To change the order in which calculations are performed, use parentheses. The following examples illustrate how OMEGAMATH calculates math instructions. Operations inside parentheses are calculated first; the math instruction is then calculated from left to right.

         re1xre2+re3/re4=re5
          5 x 8 + 6 / 2 =23

         re1x(re2+re3)/re4=re5
          5 x (8 + 6) / 2 = 35

         re1x(re2+(re3/re4))=re5
          5 x (8 + (6 / 2) = 55

Using Numbers in a Math Instruction

Constants, numbers which are not table elements, can be used in math instructions. For example, "re1+3xre2/.75=re3". The numbers 3 and .75 are constants.

Multiple Math Instructions in a Math-Begin Block

Throughout this and previous chapters on OMEGAMATH, math instructions have been combined using the colon between instructions. Any number of math instructions can be combined in a math-begin block. For example:

    p0:re1+re2=re3:p1:re4+re5%=re6:re3-re6=re7:+c

When combined with a colon, each math instruction is taken in order and performed on all rows or columns before proceeding to the next instruction. Do the example above, and watch OMEGAMATH perform each calculation.

Figure 57-1. With the ":" separator, each instruction is performed on all rows before proceeding to the next instruction.

Connecting Math Instructions

There are times when you want <u>all</u> the instructions to be done on a row before doing <u>any</u> calculations on the next row. To perform all calculations on a row before proceeding to the next row, connect each instruction with "_" (on the shifted 0 key) instead of the colon. For example:

p0_re1+re2=re3_p1_re4+re5%=re6_re3-re6=re7
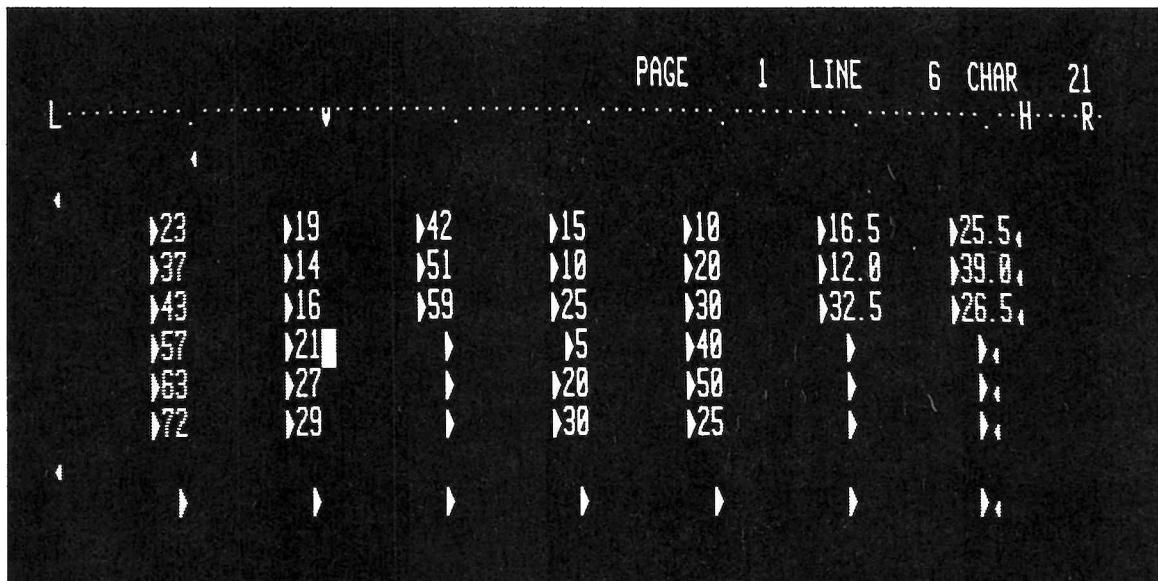
Figure 57-2. With the "_" connector, all instructions are performed on each row before proceeding to the next row.

Similarly, you can connect column calculations with the "_". In the following example, all calculations would be performed on column 1 before proceeding to column 2 and then to column 3, etc.

ce1+ce2=ce3_ce4-ce5=ce6_ce7+ce8=ce9_ce3-ce6-ce9=ce10

Row calculations cannot be connected to column calculations. They <u>must</u> be separated by a colon.

re1+re2=re3_re4+re5=re6:ce1/ce2=ce3

Calculations on the Last Row

The last row doesn't participate in row calculations if the math-end block is on the last row of the table. You can force the last row to participate in two ways.

a. Put the math-end block below the table. This cannot be done if the math instruction contains column calculations.

b. Precede the math instruction with "i" for include. For example, "+c:ire1+re2=re3:ire4+re5=re6".

Figure 57-3. Precede the instruction with "i" to include the last row.

```
Math Instructions: p0: +c: re1+re2=re3: re4+re5=re6
TRACE MODE                                    PAGE    1  LINE   11  CHAR    1
                                                                      ·H···R·

    ▶23      ▶19      ▶42      ▶15      ▶10      ▶25⟨
    ▶37      ▶14      ▶51      ▶10      ▶20      ▶30⟨
    ▶43      ▶16      ▶59      ▶25      ▶30      ▶55⟨
    ▶57      ▶21      ▶78      ▶5       ▶40      ▶45⟨
    ▶63      ▶27      ▶90      ▶20      ▶50      ▶70⟨
    ▶72      ▶29      ▶101     ▶30      ▶25      ▶55⟨

    ▶295     ▶126     ▶        ▶105     ▶175     ▶⟨
```

Figure 57-4. Without an "i" the last row won't be calculated.

Negative Numbers

Sometimes negative numbers appear in rows and columns. Typical negative numbers are credits, and losses. OMEGAMATH recognizes negative numbers that are enclosed in "()" or "<>" or preceded by "-". For example: (242), <87> and -29 are all recognized as negative numbers.

When using negative numbers, you must know how OMEGAMATH calculates them:

Adding a negative number decreases the total. Examples:

    472 + (242) = 230
    100 + <87> = 13
    37 + -29 = 8

Subtracting a negative number increases the total. Examples:

    472 - (242) = 714
    100 - <87> = 187
    37 - -29 = 66

Stop

A document may contain more than one calculation area. OMEGAMATH automatically searches through the entire document to make sure it has completed all calculations. If you want OMEGAMATH to stop after completing a calculation area, use "s" (for stop) at the end of the math-begin block. Stop is a math instruction and must be separated from other math instructions by a colon. For example, "relxre2%=re3:s".

Figure 57-5. OMEGAMATH stops calculating when it sees "s".

SYMBOLS

Putting Values in Symbols
Retrieving Values from Symbols
How to Use Symbols in Text
Using Symbols in Multiple Calculation Areas

Symbols are OMEGAMATH's storehouse for numbers. You can use math instructions to give values to symbols. Once a value is assigned to a symbol, that value will be remembered until the calculations are completed or until it is replaced with a new value. This chapter describes how to make a symbol, how to assign a value to a symbol and how to retrieve that value for later use.

A symbol is a combination of capital letters and numbers without spaces or punctuation. The first character must always be a capital letter. Examples:

    TOTAL   A36   TOT1   SUBTOTAL   EXPENSE   MISC   LIAB

The following examples violate the rules and are not symbols.

    Total   123   2NDPAYMENT   P&L   k-4   A/R   viii

Putting Values in Symbols

Numeric values must be put into all symbols in a document. Math instructions tell OMEGAMATH to put a value into a symbol. To put a value into a symbol, an equal sign must immediately precede the symbol.

1. Type the math instruction.

2. Type an equal sign.

3. Type the symbol.
Examples:

   "+c1=TOTAL1" puts the calculated total in the column total location and in the symbol TOTAL1.

   "r2e1+re2=re3=TOTAL2" puts the calculated total in r2e3 and the symbol TOTAL2.

   "+r3=TOT1=TOT2" puts the calculated total in the symbol TOT1 and the symbol TOT2.

Math instructions can replace values in symbols. For example,
"BALANCE+re1=re2=BALANCE". This math instruction is used to calculate a
running balance of deposits in a bank account. The value of BALANCE is used to
calculate a new number (BALANCE+re1). The new number is put into re2 and is
then put back into BALANCE, replacing the original value in BALANCE.

Retrieving Values from Symbols

Symbol values are retrieved by statement of the symbol in a math instruction.
For example, "+c1=TOTAL:re1/TOTAL%=re2". This math instruction is used to add
a column and then to calculate the percentage of each element in the column.

How to Use Symbols in Text

Symbols can be used to insert calculated numbers into text. A math instruction
is used to put a calculated number into a symbol; the number will then appear
where the symbol is used in the text.

Symbols can be used to take numbers out of text. A number taken from text is
put into a symbol; the symbol can then be used in math calculations. Symbol
values can be calculated within a paragraph.

To insert calculated numbers into text:

1. **Type the symbol in text where the number (the value of the symbol) is to
   appear.** Example:

   Sales of $SALES have been recorded to date.

2. **Surround the symbol with block markers.**

   Sales of $>SALES< have been recorded to date.

3. **Follow the symbol with a field marker.**
   Press COMMAND; then type "MF" for Make Field. This makes a field marker. It
   must immediately follow the symbol.

   Sales of $>SALES<e have been recorded to date.

   The field marker is required so that OMEGAMATH knows exactly where to put
   the number when inserting it into text. The field marker is ignored when
   the text is formatted and printed.

4. Press BLOCK; then press (CTRL) MATH.
The symbol then disappears from the screen into a math block which can be seen in trace mode.

    Sales of $6 have been recorded to date.

When math is performed, the value of the symbol SALES will be inserted into the text. A math instruction must calculate a value for SALES. In the above example, if the value of SALES is calculated to be 317,252.01, the sentence will read:

    Sales of $317,252.016 have been recorded to date.
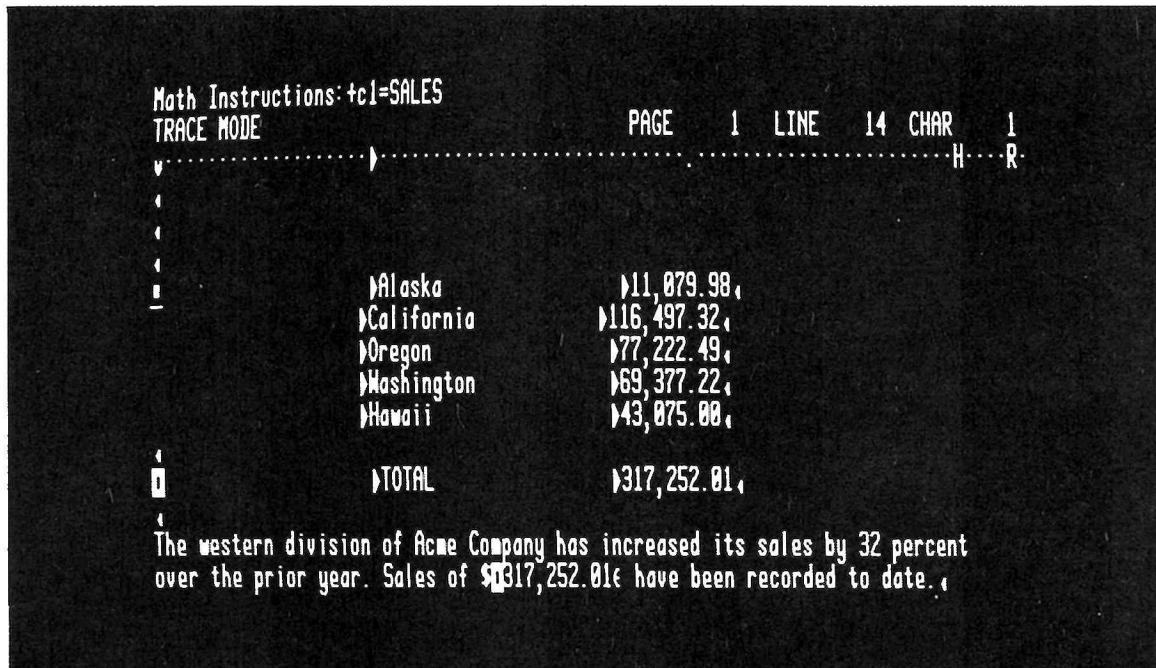
Figure 58-1. A math instruction must calculate a value for SALES.

To take numbers out of text for calculation:

1. Type the symbol, preceded by an equal sign, into the text just before the number. Example:

    Your salary will be $=SALARY20,000 per year.

2. Surround the symbol and the equal sign with block markers.

Your salary will be $≫=SALARY≪20,000 per year.

3. Follow the number with a field marker.
Press COMMAND; then type "MF" for <u>M</u>ake <u>F</u>ield.

Your salary will be $≫=SALARY≪20,000Ə per year.

The field marker is required so that OMEGAMATH knows exactly where the number ends when taking it from the text. The field marker is ignored when the text is formatted and printed.

4. Press BLOCK; then press (CTRL) MATH.
The symbol and equal sign (=SALARY) then disappear from the screen into a math block which can be seen in trace mode.

Your salary will be $20,000Ə per year.

When math is performed using the above example, the value 20,000 will be put into the symbol SALARY.


```
Math Instructions:ce1+ce2+ce3+SALARY=ce5
TRACE MODE                              PAGE    1  LINE  16  CHAR  1
ꜷ·············▶···········································H···R·
  ◀
  ◀
  ◀
Your salary will be ▋$20,000Ə per year.  The following list of  benefits is
provided to give you a total value of salary and benefits.◀
  ◀
  ▮        ▶Vacation            ▶769.23◀
  ‾        ▶Sick leave          ▶769.23◀
           ▶Personal time       ▶384.62◀
  ◀
  ▯        ▶Total               ▶21,923.08◀
```
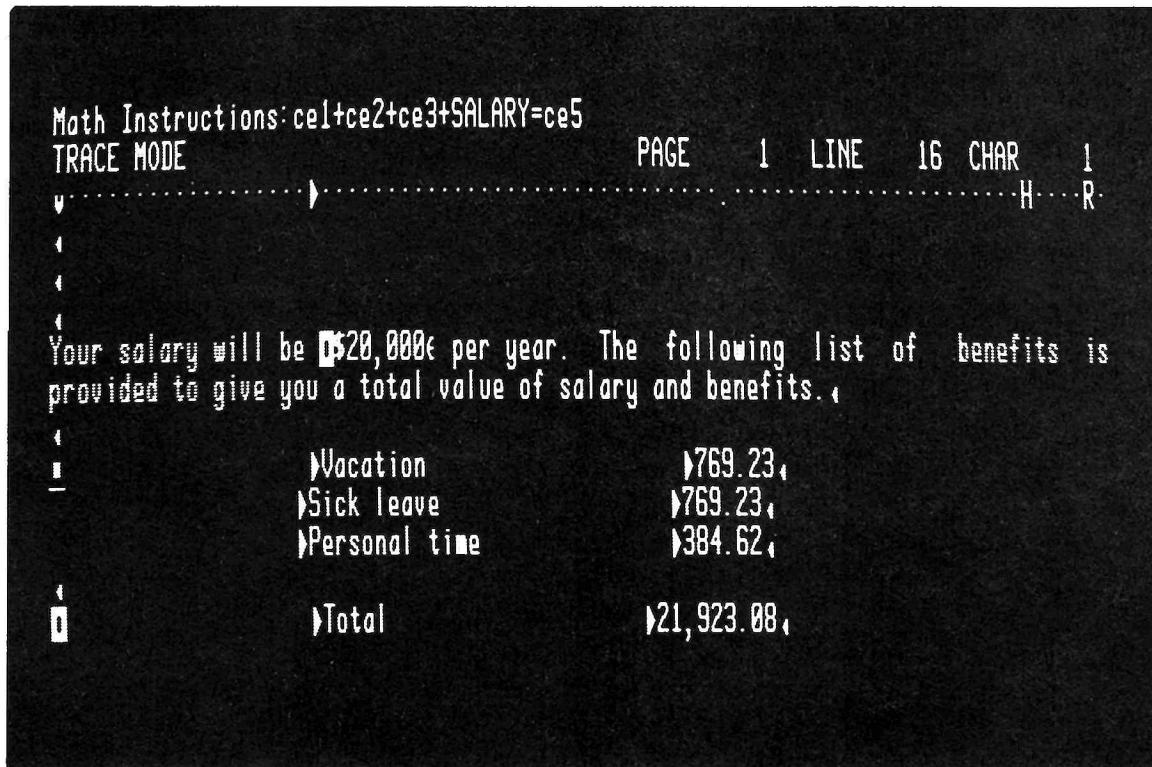
Figure 58-2. The value of SALARY is taken from the text to calculate the total in the table.

<u>To perform calculations in text:</u>

1. Identify each number in the text to be calculated.

    a. Type a symbol into the text just before each number.

       Your salary will be $=SALARY30,000, $=BONUS5,000 of which represents the "good performance" bonus (RATIO percent).

    b. Follow each number with a field marker.
       Press COMMAND; then type "MF" for <u>M</u>ake <u>F</u>ield.

          Your salary will be $=SALARY30,000Ɇ, $=BONUS5,000Ɇ of which represents the "good performance" bonus (RATIOƉ percent).

    c. One by one, surround each symbol with block markers and put it in a math block with BLOCK (CTRL) MATH.

          Your salary will be $>=SALARY<30,000Ɇ, $=BONUS5,000Ɇ of which represents the "good performance" bonus (RATIOƉpercent).

       Press BLOCK; then press (CTRL) MATH to put =SALARY into a math block, then do the next symbol.

          Your salary will be $30,000Ɇ, $>=BONUS<5,000Ɇ of which represents the "good performance" bonus (RATIOƉ percent).

       Press BLOCK; then press (CTRL) MATH to put =BONUS into a math block, then do the next symbol.

          Your salary will be $30,000Ɇ, $5,000Ɇ of which represents the "good performance" bonus (RATIOƉ percent).

       Press BLOCK; then press (CTRL) MATH to put RATIO into a math block.

          Your salary will be $30,000Ɇ, $5,000Ɇ of which represents the "good performance" bonus (Ɇ percent).

2. Enter the math-begin instructions.
Example:

    p0:BONUS/SALARY%=RATIO

These may be entered anywhere in the text.

3. Enter the math-end instruction immediately following the math-begin instruction.
Press BLOCK "B"; then press BLOCK "E".

When math is performed, the value of RATIO will be calculated and inserted into text. If the value of RATIO is calculated to be 17 percent, the sentence will read:

Your salary will be $30,000, $5,000 of which represents the "good performance" bonus (17 percent).
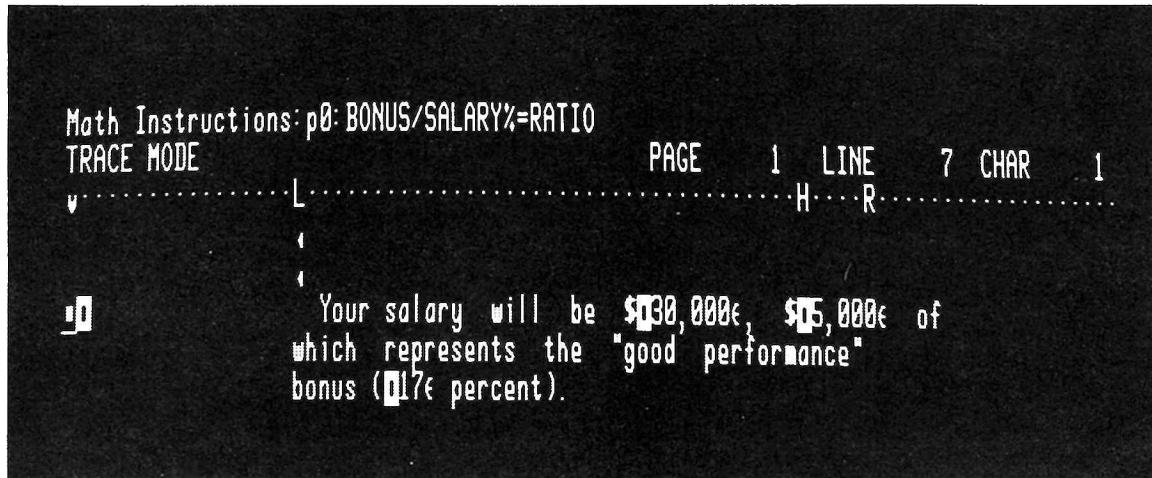
Figure 58-3. Calculations are done in text.

Using Symbols in Multiple Calculation Areas

A document can contain more than one calculation area. Calculations can be performed in tables _and_ in text. OMEGAMATH automatically searches through the entire document until all calculations are performed or until it sees a stop instruction in a calculation area.

Calculations are performed from the cursor position to the end of the document. Math blocks containing symbols can appear anywhere in a document, before or after the calculation area. To perform multiple calculations, the cursor must be above all math blocks, including symbols, that are to be calculated.

If OMEGAMATH finds a symbol for which it has not _yet_ performed a calculation, it will continue through the document and return to that symbol after the calculation has been performed. OMEGAMATH will not, however, perform any calculations if it finds a symbol which has not been assigned a value either in text or in a math instruction.

HOW TO CHANGE THE WAY TOTALS ARE DISPLAYED--MATHFORMATS

How to Type A MATHFORMATS Document
How to Specify a Format

OMEGAMATH has a standard format for displaying answers. Calculated numbers are displayed with two digits following the decimal point. Negative numbers are preceded by a minus sign. A zero answer is represented by "-0-". Numbers are rounded "off". You can change these format specifications as well as add other specifications like dollar signs and percent signs with a format instruction.

First, type a document named "MATHFORMATS". This document can have many formats to fill the requirements for different types of calculations. Each page of the document specifies a different format. Then, when you type your math instructions, type the format instruction "f" followed by the page number of MATHFORMATS before the instruction which does the calculation.

How to Type a MATHFORMATS Document

On a clear screen, type one format specification per line.

1. **Type the key word followed by a space and the character(s) in quotation marks.**

   a. **PRECISION** -- Number of digits following the decimal point.

   b. **PRE-NEGATOR** -- Character(s) before a negative answer.

   c. **POST-NEGATOR** -- Character(s) after a negative answer.

   d. **ZERO** -- How an answer of zero will display.

   e. **ROUND "OFF"** -- Rounds off answers.

   f. **ROUND "UP"** -- Rounds answers up.

   g. **ROUND "DOWN"** -- Rounds answers down.

   h. **PRETEXT** -- Character(s) before positive or negative answers.

   i. **POSTTEXT** -- Character(s) after positive or negative answers.

   j. **DECIMAL** -- The decimal point character.[1]

   i. **SEPARATOR** -- The thousands separator.

----

[1]Common European usage is a comma for DECIMAL and a period for SEPARATOR.

Examples:

```
PRECISION "1"
PRE-NEGATOR "("
POST-NEGATOR ")"
ZERO "0"
PRETEXT "$"
POSTTEXT "%"
DECIMAL ","
SEPARATOR "."
```

If PRECISION is omitted, answers will display with two digits after the decimal point. If PRE-NEGATOR is omitted, a negative number will be preceded by a minus sign. If ZERO is omitted, zero answers will display as "-0-". If ROUND is omitted, answers will be rounded off. Other format specifications are optional and will have no effect on the answers if omitted.
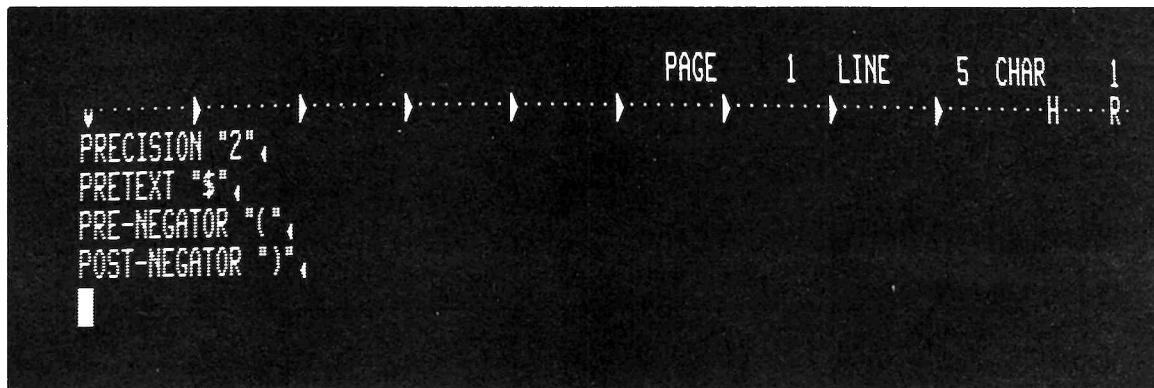
Figure 59-1. Type one format specification per line.

2. Put the cursor on the line below the last format specification.

3. Press COMMAND; then type "RP" for Required Page.
A page-end line then displays below the last format specification. Each set of format specifications is separated with page-end lines.

4. Repeat Steps 1 to 3 for each set of format specifications.

5. Save the document as "MATHFORMATS".
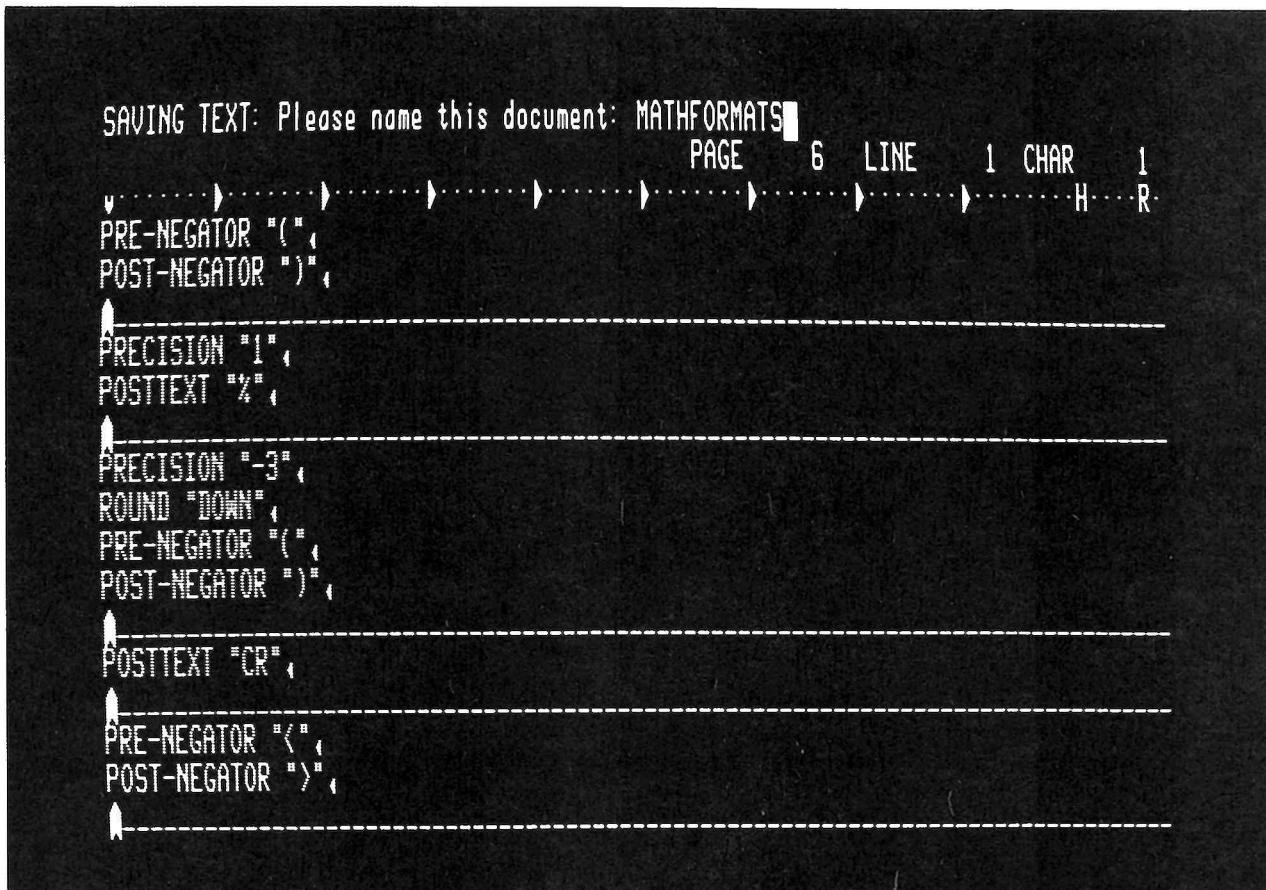
Figure 59-2. Save the document named "MATHFORMATS".

How To Specify a Format

Calculated totals will be displayed according to standard format unless you type a format instruction before the instruction which performs the calculation.

1. Type "f" (for format) followed by the page number of the MATHFORMATS document which contains the proper format specifications.
   The format instruction affects all totals which follow it in the calculation area until a new format instruction is given.

2. Type a colon after the number.
A format instruction must be separated from other math instructions by a
colon or connected with an underline. For example, "f2:+r:+c" or
"f2_rel+re2=re3_re4+re5=re6".

3. Different format instructions can be given for each math instruction.
For example, "f1:+r:f4:+c".
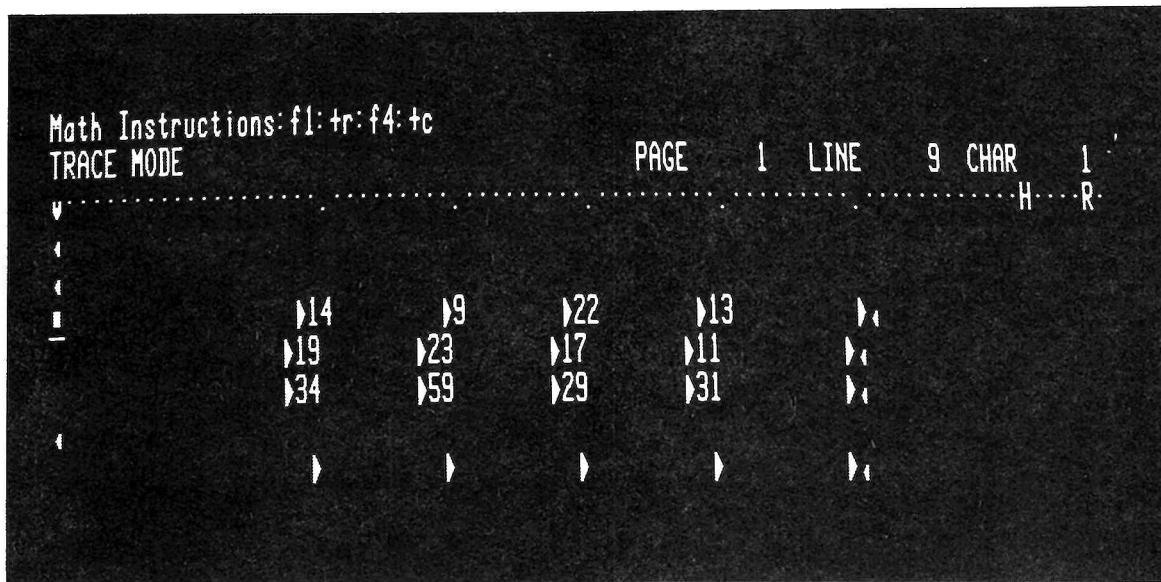
Figure 59-3. Different format instructions for each math instruction.

4. Type "f0" before a subsequent math instruction if its total should be displayed in standard format.
For example, "f2:rel/re2%=re3:f0:+cl:+c3".

SAMPLE DOCUMENTS

OMEGAMATH is a useful tool for generating annual reports, budgets, sales reports and forecasts. In combination with column functions (Chapter 15), document assembly (Chapters 37 and 38), and records lists (Chapters 39 to 43) the possibilities are unlimited. This chapter contains some sample documents which may assist you in developing your own applications.

BUDGET CHANGES

pl: +c: ire2-rel=re3: fl: ire3/rel%=re4

	PROJECTED	ACTUAL	CHANGE	PERCENT OF CHANGE
Defense	183.7	188.8	5.1	2.8%
Foreign Affairs	11.5	11.2	−0.3	−2.6%
Space, Science	7.0	6.9	−0.1	−1.4%
Energy	11.3	4.2	−7.1	−62.8%
Environment	14.3	11.9	−2.4	−16.8%
Agriculture	6.5	4.4	−2.1	−32.3%
Commerce	4.9	3.1	−1.8	−36.7%
Transportation	22.9	19.7	−3.2	−14.0%
Community Development	11.1	8.1	−3.0	−27.0%
Education, Social Services	35.0	25.7	−9.3	−26.6%
Health	76.7	73.3	−3.4	−4.4%
Income Security	256.1	241.2	−14.9	−5.8%
Veterans Benefits	25.0	24.0	−1.0	−4.0%
Justice	5.0	4.4	−0.6	−12.0%
General Government	5.3	5.0	−0.3	−5.7%
General Purpose Fiscal Assistance	6.5	6.4	−0.1	−1.5%
Interest	80.0	81.8	1.8	2.3%
Reserve for Contingencies	0.0	0.7	0.7	
Offsetting Receipts	−32.0	−32.0		
	730.8	688.8	−42.0	−5.7%

PROFIT AND LOSS STATEMENT FOR THE MONTH OF MAY 1981

p0: c2e1+c2e2=c2e4: cle7+cle8+cle9=clell: clell+clel3=c2e15:
c2e4-c2e15=c2e17: cle20+cle21+cle22=cle24: c2e17+cle24=c2e26:
cle29+cle30+cle31=cle33: c2e26+cle33=c2e35: c2e35+c2e38=c2e40

TOTAL SALES		15,900
LESS RETURNED SALES		(100)
		15,800
LESS COST OF GOODS SOLD:		
INVENTORY, MAY 1	10,400	
PURCHASES	2,100	
FREIGHT IN	40	
	12,540	
INVENTORY, MAY 30	(4,400)	
COST OF GOODS SOLD		8,140
GROSS PROFIT ON SALES		7,660
SELLING EXPENSE:		
RENT	(250)	
ADVERTISING	(300)	
SALARIES	(500)	
TOTAL SELLING EXPENSE	(1,050)	
NET PROFIT ON SALES		6,610
GENERAL EXPENSE		
INSURANCE	(50)	
TAXES	(100)	
OFFICE EXPENSE	(300)	
TOTAL GENERAL EXPENSE	(450)	
NET PROFIT ON OPERATIONS		6,160
OTHER INCOME		
RENT FROM CONCESSION		200
NET INCOME FOR MAY		6,360

BANK STATEMENT

+c1: +c2: 0=BALANCE: BALANCE+re2-re1=re3=BALANCE

DATE	CHECKS	DEPOSITS	BALANCE
4/24	16.80	370.98	354.18
4/25	7.00		347.18
4/26	60.00	215.00	502.18
4/27	40.00		462.18
4/28	31.37		430.81
4/29	30.00	430.78	831.59
4/30	55.00	334.78	1,111.37
5/1	20.14		1,091.23
5/2	11.63		1,079.60
5/3	6.89		1,072.71
5/4	36.26	75.00	1,111.45
5/5	35.00		1,076.45
5/6	5.25	397.80	1,469.00
5/7	4.42	50.00	1,514.58
5/8	14.47		1,500.11
5/9	34.97	413.38	1,878.52
5/10	13.78		1,864.74
5/11	50.00		1,814.74
5/12	24.63		1,790.11
5/13	50.00		1,740.11
5/14	55.00		1,685.11
5/15	35.00		1,650.11
5/16	138.89		1,511.22
	776.50	2,287.72	

COUNTRIES OF CENTRAL AND SOUTH AMERICA

p0: +c1=TOT1: f1: rel/TOT1%=re2: p0: +c3=TOT2: f1: re3/TOT2%=re4: p1: f0: p1:
re3/rel=re5: a+c5

	AREA	PERCENT OF TOT	POPULATION	PERCENT OF TOT	POPULATION PER SQ MI
Argentina	250,775	4.2%	20,000,000	8.1%	79.8
Bolivia	424,163	7.1%	4,804,000	1.9%	11.3
Brazil	3,286,470	54.8%	116,000,000	46.8%	35.3
Chile	292,256	4.9%	10,700,000	4.3%	36.6
Colombia	439,735	7.3%	25,000,000	10.1%	56.9
Costa Rica	19,652	0.3%	2,100,000	0.8%	106.9
Ecuador	41,768	0.7%	16,850,000	6.8%	403.4
El Salvador	8,260	0.1%	4,300,000	1.7%	520.6
Guatemala	42,042	0.7%	6,200,000	2.5%	147.5
Honduras	43,277	0.7%	3,000,000	1.2%	69.3
Nicaragua	45,698	0.8%	2,300,000	0.9%	50.3
Paraguay	157,047	2.6%	2,750,000	1.1%	17.5
Panama	29,209	0.5%	1,800,000	0.7%	61.6
Peru	496,222	8.3%	16,300,000	6.6%	32.8
Uruguay	72,172	1.2%	2,900,000	1.2%	40.2
Venezuela	352,143	5.9%	12,750,000	5.1%	36.2
	6,000,889		247,754,000		106.6

PERSONAL BENEFIT REPORT

Solo Corporation has long maintained a comprehensive program of employee benefits. Over the years many improvements have been made in these benefit plans and new plans have been developed. The following is an "annualized" summary of the estimated total compensation paid to you and the amount paid by Solo Corporation to others for your benefit.

All company salaries are payable on a weekly basis. Benefit amounts are calculated for each calendar year according to the employee's salary on December 31 of the prior calendar year. In the instance of employees who were hired in the current year, the benefits are calculated according to the employee's starting salary. Your current annual salary is $AAS=18,500€.

As a regular full-time employee of Solo Corporation, you are eligible to participate in the Group Insurance Plan. Solo Corporation pays the entire premium for you which amounts to $MI=268€.

Life insurance coverage under the plan is based on your annual earnings. In the event of your death, while covered under the plan, your beneficiary would receive a lump sum payment of $37,000. Solo Corporation pays the entire premium for you which amounts to $LI=482.50€.

Income when disabled or sick is an important part of your benefits because it helps provide economic stability if you are unable to work for more than six months due to illness or injury. The company pays the entire cost for this plan, which amounts to $SC=186.98€.

A part of your compensation is in the form of time off with pay. All Solo employees receive paid vacation (depending on length of service), eleven paid holidays and up to six personal business days. As of December 31, 1980, you are eligible for 12 days vacation per year. The value of this benefit is $VA=991.54. You are eligible for eleven paid holidays per year. The value of this benefit is $HO=782.65€.

The following is a summary of your total Annualized Income and Financial Benefits.

f2:+cActual Annual Salary	AAS18,500.00
Medical Insurance	MI268.00
Life Insurance	LI482.50
Salary Continuation	SC186.98
Vacation	VA991.54
Holidays	HO782.65
YOUR TOTAL SALARY	$21,211.67

Chapter 61

SUMMARY

This chapter includes a brief description of the terms used in writing math instructions. A list of rules is provided with chapter references. For a more comprehensive description refer to the prior chapters on OMEGAMATH.

+   add
r   row
c   column
:   separates each math instruction
p   precision
a   average
e   element
-   subtract
x   multiply
/   divide
=   equals
%   percentage
()   changes the order in which math instructions are calculated
_   connects math instructions for continuous calculation on a row or column
i   include last row
s   stop
e   defines end of number in text
f   format

Chapter 50

1. The numbers to be calculated must be aligned on decimal tabs.

2. Tab markers must be entered where totals are to appear.

3. The table to be calculated is identified by a math-begin instruction at the top of the table and a math-end instruction at the end of the table. All calculations will be performed within this area.

4. A row is a line of numbers which appears horizontally in a table.

5. A column is a line of numbers which appears vertically in a table.

6. Row totals always go into the last tab marker in each row.

7. Column totals always go into tab markers on a line below the columns.

8. The math-begin instruction must appear at the left of the first line to be calculated.

9. Multiple instructions must be separated by a colon.

10. When adding rows only, the math-end instruction must go below the last row to be calculated.

11. When adding columns, the math-end instruction must go on the line where the column totals will appear.

12. When adding rows and columns, the math-end instruction must go on the line where the column totals will appear.

Chapter 52

13. The precision instruction must be typed before the instruction which does the calculation.

Chapter 53

14. Rows are numbered from top to bottom beginning with r1.

15. Columns are numbered from left to right beginning with c1

Chapter 54

16. To calculate averages, precede each math instruction whose result should be an average with "a".

Chapter 55

17. The name of a location within a table includes the row or column number and the element number within the row or column.
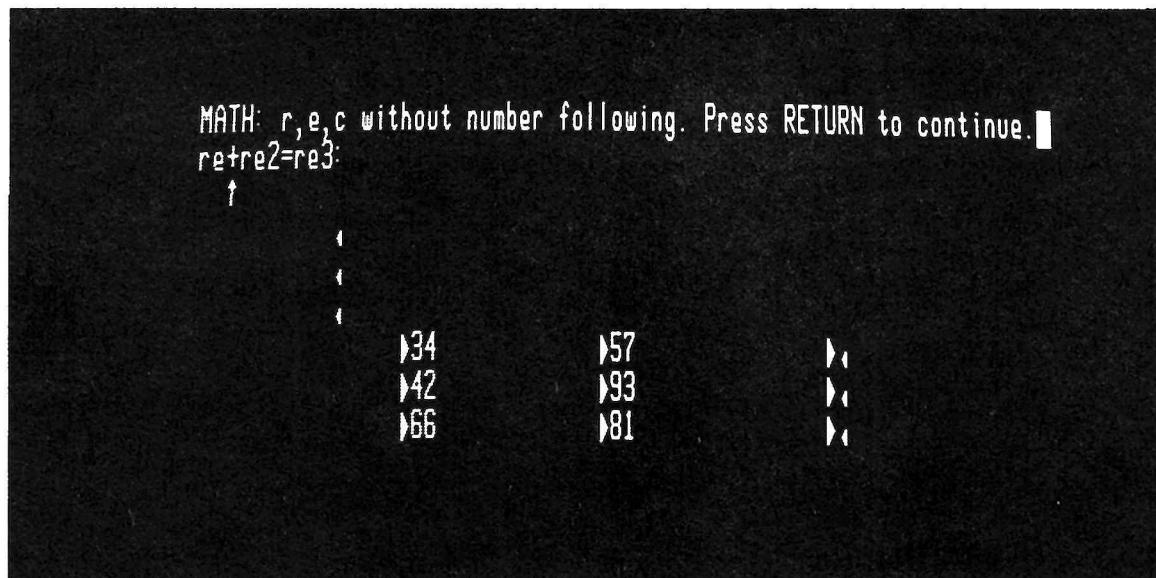
Figure 61-1. The name of a location in the table must include the row number and the element number.

18. Rows are numbered from top to bottom beginning with r1. Elements within the row are numbered from left to right beginning with e1.

19. Columns are numbered from left to right beginning with c1. Elements within the column are numbered from top to bottom beginning with e1.

20. Blank lines within a table are included for in row and column element numbering.

21. If all the selected elements in a math instruction are in the same row or column, the row or column number _may_ be omitted after the first element is identified.

22. An instruction which doesn't specify a row or column number will be repeated for all rows or columns in a table.

Chapter 56

23. To add a percentage, follow the amount to be added by a "%".

24. To subtract a percentage, follow the amount to be subtracted by a "%".

25. To multiply by a percentage, follow the multiplier with a "%".

26. To divide by a percentage, follow the divisor with a "%".

Chapter 57

27. Operations inside parentheses are calculated first; the math instruction is then calculated from left to right.
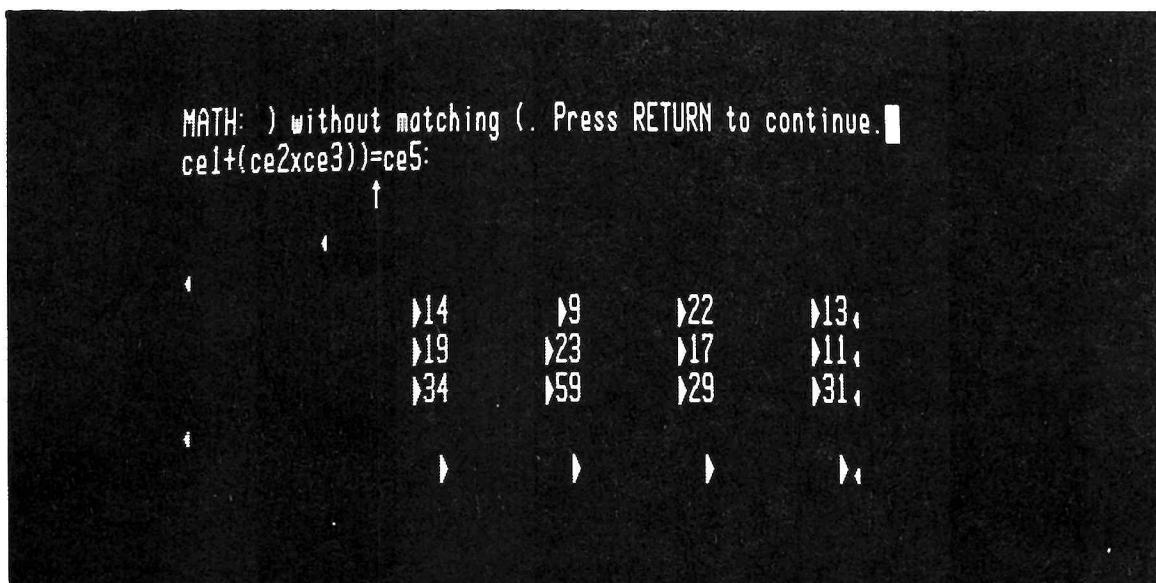
Figure 61-2. Parentheses must be typed in pairs.

28. To perform all calculations on a row or column before proceeding to the next row or column, connect each instruction with "_".

29. Row calculations cannot be connected to column calculations with "_".

30. To perform row calculations on the last row, precede the math instruction with "i" for include.

31. Adding a negative number decreases the total.

32. Subtracting a negative number increases the total.

33. To stop calculations at the end of a calculation area, type "s" for stop.

Chapter 58

34. A symbol is a combination of capital letters and numbers without spaces or punctuation. The first character must be a capital letter.

35. Numeric values <u>must</u> be put into all symbols in a document.

36. To put a value into a symbol, an equal sign must immediately precede the symbol.

37. Symbols in text, which are not in math instructions, must be put into a math block.

38. A field marker defines the end of a number in text.

Chapter 59

39. To change standard format for displaying answers, type "f" for format followed by the page number of the MATHFORMATS document.

AUTOPILOT

Preparing an Autopilot Document
Autopilot Keywords
Performing Autopilot
Sample Autopilot Documents

With Omega's Autopilot feature (not available on Omega Level A), any function or group of functions can be performed automatically. This is especially useful when performing time-consuming functions which require only occasional operator response, if any. A typical example is generating multiple reports from a records list. Autopilot instructions are typed, indicating the keystrokes of the functions to be performed, then saved as a document. Once this is done the Autopilot instructions are easily activated. Follow the steps in this chapter to prepare an Autopilot document and execute it.

Another version of Autopilot is used for performing short repetitive functions while working on a document. This is called "Instant Autopilot" and is described in Chapter 63.

PREPARING AN AUTOPILOT DOCUMENT

An Autopilot document contains the instructions that are used to perform autopilot. These instructions reproduce the keystrokes of each function to be performed. Text and messages to the operator may also be typed in the autopilot document. After writing the instructions and saving them as a document they can be used at any time to automatically perform the functions specified.

1. **On LINE 1 of a clear screen, type: AUTOPILOT.**
   The Autopilot instructions will not work if this is not typed on LINE 1. (See figure 62-1)

2. **Type the Autopilot instructions, using the Autopilot keywords (see the next section):**
   a. When Autopilot is executed, Omega starts with a clear screen. It then processes each instruction in sequence. Write the first instruction as you would when starting with a clear screen.
   b. All instructions are typed in capital letters, with a space after each instruction (See figure 62-1). Instructions do not need to be typed on separate lines.
   c. Every keystroke used in each function must be included.
   d. A response must be typed to any prompts in a function. All responses are surrounded by quotes (except for RETURN), such as "A" (for disk drive A) or "N" (for No).
   e. Type two letter sequences that follow COMMAND in quote marks.
   f. COMMAND GREEN key functions (such as sorting a records list) cannot be performed in an Autopilot document.

3. **When finished typing the Autopilot instructions, SAVE the document.**

AUTOPILOT KEYWORDS

This section shows the keywords available for typing Autopilot instructions. The first list shows the words typed to represent the equivalent keystroke. The second list shows the additional Autopilot instructions available. The third list shows the shortcuts for performing some index and document status functions.

KEYWORDS REPRESENTING KEYSTROKES:

Note that the cursor movement keys are represented by HOME, UP, DOWN, LEFT and RIGHT. HARDSPACE represents the (·) key and SOFTHYPHEN represents the (-) key.

BACKSPACE	FIND	MARGIN	SAVE
BLOCK	FORMAT	MATH	SEARCH
BOLD		MERGE	SOFTHYPHEN
	GLOSSARY	MOVE	SPELL
CENTER	GREEN		STATUS
CLEAR		PAGEDOWN	STOPPRINT
COMMAND	HARDSPACE	PAGEUP	
COPY	HOME	PAGINATE	TAB
		PRINT	TRACE
DELCHAR	INDENT		
DELETE	INDEX	RECALL	UNDERLINE
DELLINE		RED	UP
DELWORD	LEFT	REPLACE	
DOCUMENT		RETURN	WORD

ADDITIONAL INSTRUCTIONS:

"__"	Quote marks surround text, document names, prompt responses and command key sequences. They do not surround the keywords. For example: COMMAND "MA" or COMMENT "Follow the instructions displayed below."
(--)	Parentheses surround the number of times a keystroke is to repeat, or the number of seconds to pause in a WAIT instruction. Examples: UP (5) moves the cursor up five lines, and WAIT (3) causes a three second pause.
WAIT (--)	Tells Autopilot to pause for the number of seconds specified in parentheses before going to the next instruction.
END	Typed as the last instruction, END stops the Autopilot process. If no END instruction is given, the Autopilot instructions repeat until the RED key is pressed.
COMMENT "--"	The words typed in quotes display at the top of the screen in ticker tape fashion, but are not typed as text.
BEEP	Makes the buzzer beep.

SHORTCUTS FOR SOME INDEX AND DOCUMENT STATUS FUNCTIONS:

The following instructions can be used in Autopilot to do functions that normally require arrowing through an index or status menus. Using them, autopilot can be independent of the location of the document in the index, or the cursor in the status menu when entering search and replace text.

When an Autopilot document references a document name, the name can be easily and accurately typed in the Autopilot document: Put the cursor on the document name in the index and press DOCUMENT. Then press RETURN. The document name is typed in the Autopilot document at the cursor position.

COMMAND "ID"   Index Delete. After pressing COMMAND ID, a prompt says, "What document would you like to delete?" The document specified is permanently deleted from the disk.

COMMAND "IP"   Index Print. After pressing COMMAND IP, a prompt says, "Print which document?" The document specified is printed.

COMMAND "IR"   Index Recall. After pressing COMMAND IR while in a clear screen, a prompt says, "What document would you like to edit?" The the document specified is recalled to the screen for editing.

COMMAND "ST"   Search Text. After pressing COMMAND ST a prompt says, "What are you looking for?" Text entered becomes the search for text.

COMMAND "RT"   Replace Text. After pressing COMMAND RT a prompt says, "Replace with:" Text entered becomes the search for text.

LETTER and LIST instructions in a selection document:

LETTER "---"
LIST "---"   These instructions contain the document titles of the letter and record list to be used in a merge cycle. When contained in a selection document, the prompts for putting the cursor on the letter and list in the index and pressing merge, do not come up.

                            Also, the prompt for the selection document is: "Enter selection document name or press RETURN". If the selection document name is typed in the autopilot document the prompt to put the cursor on the selection document in the index is bypassed (see chapter 43).

PERFORMING AUTOPILOT

After typing and saving the Autopilot instructions they may be used to perform Autopilot:

1. Put the cursor on the Autopilot document in the index.

2. Press COMMAND GREEN key.
This executes the Autopilot instructions. Normal editing is not possible during this process.

3. Press the RED key to stop the Autopilot process.
When all the instructions are completed, the process repeats unless an END instruction is given in the Autopilot document or the RED key pressed.

Note: If a new document is created in the Autopilot document (such as when generating a report), it must be SAVEd before it reaches the end of temporary memory (about 2 pages). When a document that was previously saved reaches the end of temporary memory it is automatically updated.

```
                                        PAGE    1  LINE   12 CHAR  11
·····|··▼·····|·····|·····|·····|·····|·····|·····|··|H···R·····|·····
            AUTOPILOT,
            COMMAND "IR" "Contract for Ace Industries" RETURN,
            COMMAND "ST" "Ace" RETURN,
            COMMAND "RT" "Clover" RETURN,
            COMMAND REPLACE,
            HOME HOME UP,
            COMMAND "ST" "Mr. Smith" RETURN,
            COMMAND "RT" "Ms. Smythe" RETURN,
            COMMAND REPLACE,
            SAVE,
            END,
```

Figure 62-1. An Autopilot Document

SAMPLE AUTOPILOT DOCUMENTS

Below are two examples of Autopilot documents. The Autopilot instructions are typed in bold with a description to the right.

1. Multiple search and replace may be performed using Autopilot. Instructions would look something like this (see figure 62-1):

AUTOPILOT — This is typed at the top of the Autopilot document.

COMMAND "IR" — Index Recall. Displays the prompt, "What document would you like to edit?".

"Contract for Ace Industries" RETURN — Response to the prompt above, with the document name to be recalled typed in quotes.

COMMAND "ST" "Ace" RETURN — Enters the search for text typed in quotes.

COMMAND "RT" "Clover" RETURN — Enters the replace text typed in quotes.

COMMAND REPLACE — Performs global search and replace.

HOME HOME UP — Brings the cursor back to the beginning of the document for the next search and replace.

COMMAND "ST" "Mr. Smith" RETURN — Enters the search text typed in quotes.

COMMAND "RT" "Ms. Smythe" RETURN — Enters the replace text typed in quotes.

COMMAND REPLACE — Performs global search and replace.

SAVE — Saves the updated document.

END — Stops the Autopilot process.

2. A report can be generated automatically, then Math performed on the numbers in the report and finally, the report and math results printed, using the Autopilot instructions below.:

AUTOPILOT	This is typed at the top of the Autopilot document.
"frame" RECALL	Types **frame** on the screen, then RECALLs a copy of this document to the screen (see chapter 37).
HOME HOME DOWN	Moves cursor to the bottom of the frame document.
COMMAND "MA"	Starts the Merge Automatic cycle.
"Y"	Response to "Do you want a selective merge?"
"Selection Document" RETURN	Response to, "Enter selection document name or RETURN." Omega then reads the selection document which contains LETTER and LIST instructions (see chapter 43).
"May Report" RETURN	Response to "SAVING TEXT. Please name this document." The report being generated is then given a name and the merge proceeds.
RETURN	Response to "Merge completed. Press RETURN to continue." The newly generated report now displays.
DOWN (4)	Moves the cursor from the top of the screen down four lines to the line containing the math begin block.
MATH	Executes the math instructions.
PRINT	Prints the report with the math results.
SAVE	Saves the generated report with the name, May Report. The report must be saved after it is given a name.
END	Stops the Autopilot process.

INSTANT AUTOPILOT

Entering and Using Instant Autopilot Keystrokes
Sample Instant Autopilot Keystrokes

Instant Autopilot (not available on Omega Level A) is used to perform repetitive keystrokes at any location while editing a document. To operate Instant Autopilot, Autopilot Mode is entered and the keys used to perform a function are pressed. When Instant Autopilot is executed these keystrokes are repeated until the RED key is pressed.

For example, after typing a column of numbers the operator wants each entry aligned on a tab marker. Using Instant Autopilot, the keystrokes are entered: down-arrow, HOME left-arrow and TAB. The tab markers are then entered on every line automatically.

This chapter describes the use of Instant Autopilot keystrokes while editing a document. Sample Instant Autopilot keystrokes are given at the end of the chapter. See chapter 62 for preparing an Autopilot document to perform more extensive functions.

ENTERING AND USING INSTANT AUTOPILOT KEYSTROKES

Sometimes, while working on a document, the same set of keystrokes is repeated over an over again. Use the instructions below to enter those keystrokes once, then have them repeated automatically until the task is completed.

1. **Put the cursor where the repeated function is to begin.**
   The Instant Autopilot keystrokes are performed from the cursor location down.

2. **Press COMMAND (CTRL)AUTOPILOT.**
   This displays "AUTOPILOT" at the top of the screen and enters Autopilot Mode. The screen freezes and the operator enters the keystrokes. The keystrokes are entered "blind"; they cannot be seen on the screen or saved.

3. **Press the keys of the function to be performed repeatedly.**
   Press the keys and type text <u>exactly</u> as when performing the function normally. What is typed cannot be seen on the screen.

4. **When finished entering the keystrokes, Press (CTRL) AUTOPILOT.**
   This executes the Instant Autopilot keystrokes from the cursor location down. The keystrokes will be repeated until the RED key is pressed.

5. **Press the RED key to stop the process.**
   The Instant Autopilot process stops and the document is returned to normal editing mode.

Note: If the Instant Autopilot keystrokes did not perform as expected, do the function in normal editing mode once and make a note of the exact keystrokes used. Then enter these keystrokes as the Instant Autopilot keystrokes.

SAMPLE INSTANT AUTOPILOT KEYSTROKES

This section gives examples of how Instant Autopilot can be used. After entering Instant Autopilot mode, the keys in bold are pressed, then AUTOPILOT is pressed to execute the keystrokes. See figure 63-1.

FORMAT DOCUMENT **RETURN**	These Instant Autopilot keystrokes will format a document automatically without having to hyphenate. When executed the document is formatted and RETURN is pressed at each hyphenation location.
(CTRL) SPELL *****	These Instant Autopilot keystrokes will perform the spelling check without the operator having to be in attendance. When executed, the spelling check proceeds. An asterisk is typed at the end of each misspelled word and the spelling check continues to the end of the document. When the operator returns, the spelling errors can be easily found (Search for *) and corrected.
TAB **down-arrow** **HOME right-arrow**	When performing Math, an empty tab marker must display at the end of each row and column for calculation results to display. These Instant Autopilot keystrokes will automatically enter a tab marker at the end of all the rows and columns until the RED key is pressed. See figure 63-1. Note that the row of tab markers on the last line of the calculation area, is possible only if this is also the last line of the document.
DEL CHAR **down-arrow** **left-arrow**	These Instant Autopilot keystrokes are used to delete a vertical line, made up of one type of character, that was typed in the wrong place. To delete a vertical column of words, substitute DEL WORD for DEL CHAR. After deleting a character on the first line, the down-arrow and left-arrow move the cursor to the next line and back to the character to be deleted. Then the cycle repeats until the red key is pressed.
TAB **UNDERLINE** **SPACE 15 times** **UNDERLINE** **down-arrow 2 times** **HOME right-arrow**	These Instant Autopilot keystrokes are used to enter a series of signature lines at the bottom of a document. The underlines are aligned on a tab marker, then the cursor skips a line before entering the next underline.

Entering the Keystrokes in Instant Autopilot Mode
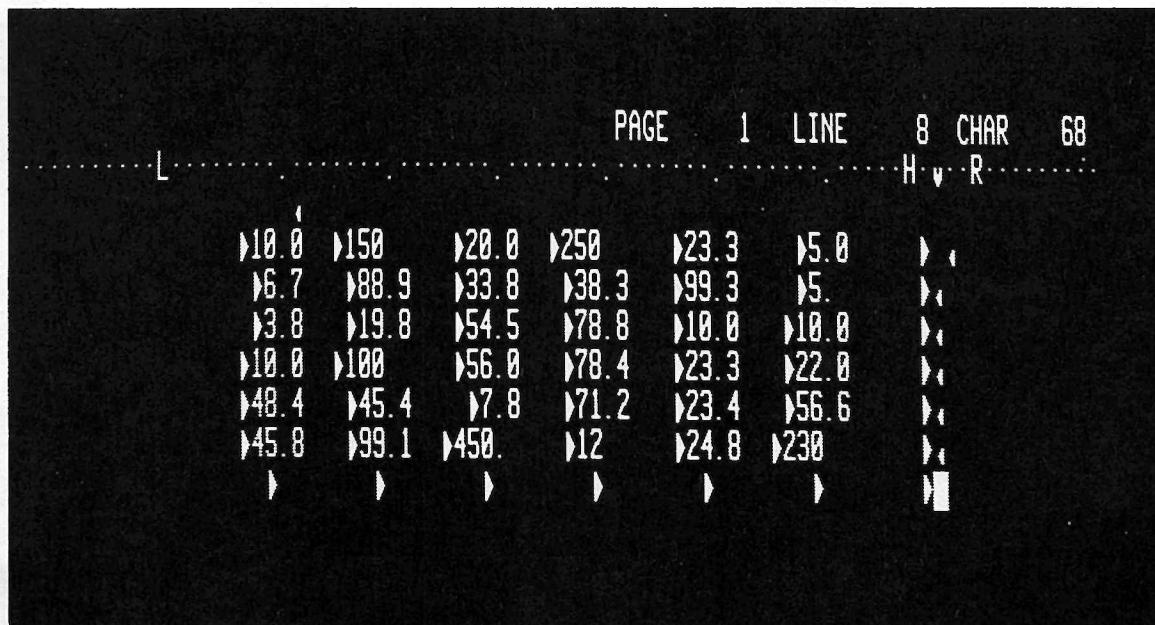
Tab Markers Typed at the End of Each Row and Column

Figure 63-1. Using Instant Autopilot

LINE MODE (DRAWING OUTLINES)

How to Draw Outlines in Line Mode
Sample Line Mode Drawings

Line Mode (not available on Omega Level A) simplifies line drawing, so that outlines, graphs, organizational charts, boxes for forms fill-in and even pictures can be quickly drawn. When in Line Mode, the numbers on the "10-key" pad are transformed to produce horizontal, vertical and diagonal lines.
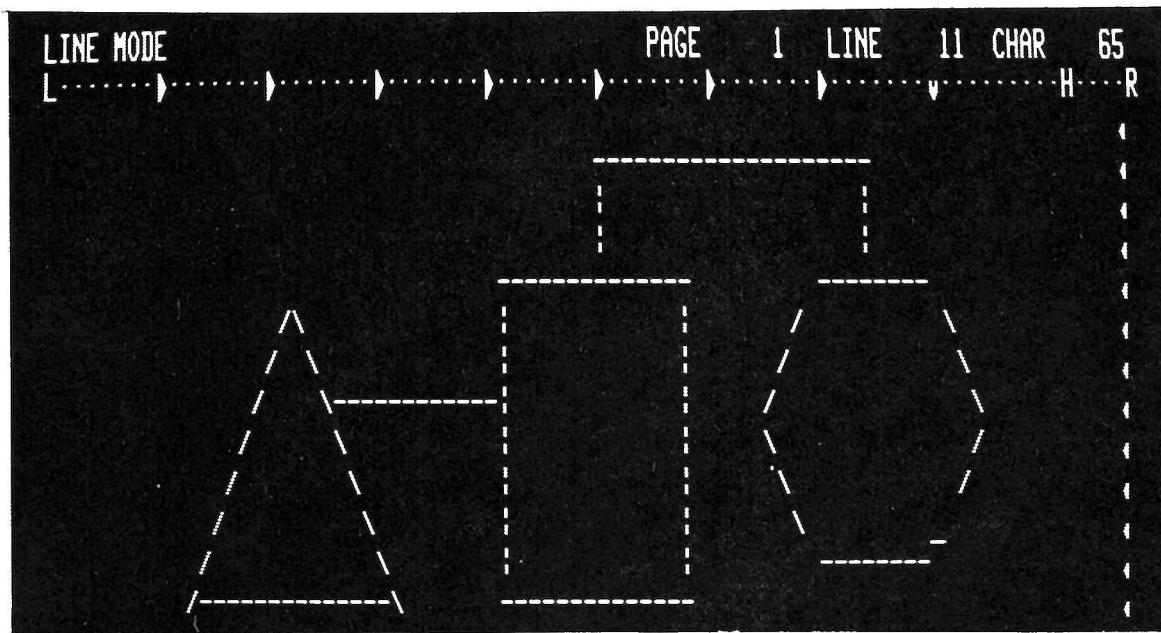
Screen Display. Cursor Becomes an Underline in Line Mode.
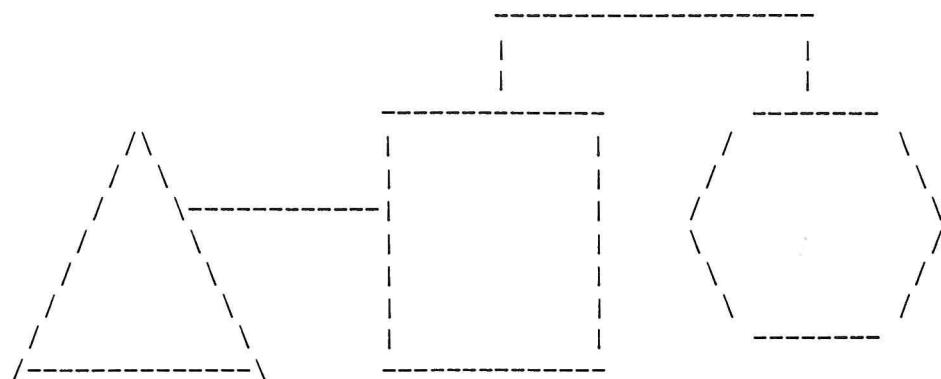
Printed

Figure 64-1. Drawing in Line Mode

HOW TO DRAW OUTLINES IN LINE MODE

When drawing in Line Mode the keys used are the number keys, the cursor movement keys and the RED key; all other keys are inoperative. The cursor is changed to replace mode so the lines typed, stay in place. Follow these steps:

1. **Using the RETURN key, enter enough blank lines for the line drawing.**
    RETURN does not add blank space while in Line Mode.

2. **Press COMMAND L M (Line Mode).**
    Enters Line Mode, changing the number keys to line drawing keys and the cursor to replace mode (cursor displays as a horizontal line).

3. **Draw the outline using the number keys as follows:**
    The location of the key indicates the direction of the line drawn. Use the cursor movement keys to position the cursor. If any lines need changing, exit Line Mode and make the corrections. See figure 64-1.

```
-----------------------------------
|  7    |   8   |       9   |
|   \   |   |   |   |   /   |
|       |   |   |   |       |
|-----------------------------------|
|       |   |   |   |       |
|  4 -- |       |   | -- 6  |
|       |   |   |   |       |
|-----------------------------------|
|       |   |   |   |       |
|   /   |   |   |   |   \   |
|  1    |   2   |   |    3  |
-----------------------------------
```
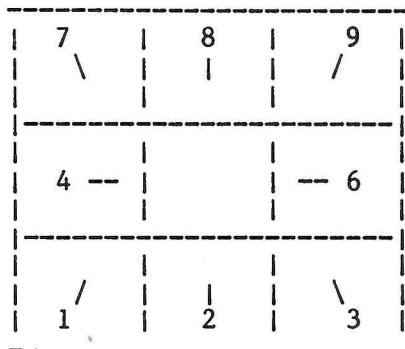
4. **Press the RED key to get out of Line Mode.**
    This exits Line Mode and returns to normal editing mode.

Notes:
Use replace mode (COMMAND RM) for typing text inside an outline. Press COMMAND IM to get out of replace mode.

Line and character spacing may be varied for different printing effects. To print lines closer together, change the line spacing to 0.6 or 0.8 and the character spacing to 12 or 15 at the beginning of the outline. Return the line and character spacing back to their normal settings at the bottom of the outline. (Outlines cannot be printed proportionally spaced).

SAMPLE LINE MODE DRAWINGS

A graph printed with line spacing = 0.6 and character spacing = 15
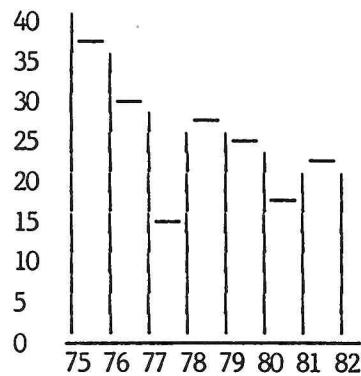
An organizational chart printed with line spacing = 0.6 and character spacing = 15

```
40 |  ─
35 | |  ─
30 | |   ─
25 | |    ─   ─   ─
20 | |    |   |    ─   ─
15 | |    |    ─   |   |
10 | |    |    |   |   |   |   |
 5 | |    |    |   |   |   |   |
 0 |_|____|____|___|___|___|___|___
   75  76  77  78  79  80  81  82
```

```
              ┌────────────┐
              │  Governor  │
              └─────┬──────┘
                    │────────────────┐
                    │          ┌──────────────┐
              ┌───────────┐    │ Special Ass't│
              │   Chief   │    │   to the     │
              │    of     │    │   Governor   │
              │   Staff   │    └──────────────┘
              └──┬─────┬──┘
                 │     │
         ┌───────┘     └───────┐
    ┌──────────┐         ┌──────────┐
    │ Director │         │  Legal   │
    │    of    │         │ Affairs  │
    │  Admin.  │         │ Secretary│
    └────┬─────┘         └────┬─────┘
         │                    │
    ┌──────────────┐    ┌──────────┐
    │   Head of    │    │Ass't Legal│
    │Correspondence│    │ Affairs  │
    │    Unit      │    │ Secretary│
    └──────┬───────┘    └──────────┘
           │
    ┌──────────────┐
    │   Head of    │
    │  Computer    │
    │  Task Force  │
    └──────┬───────┘
           │
    ┌──────────────┐
    │  Special     │
    │  Files Sec.  │
    └──────────────┘
```
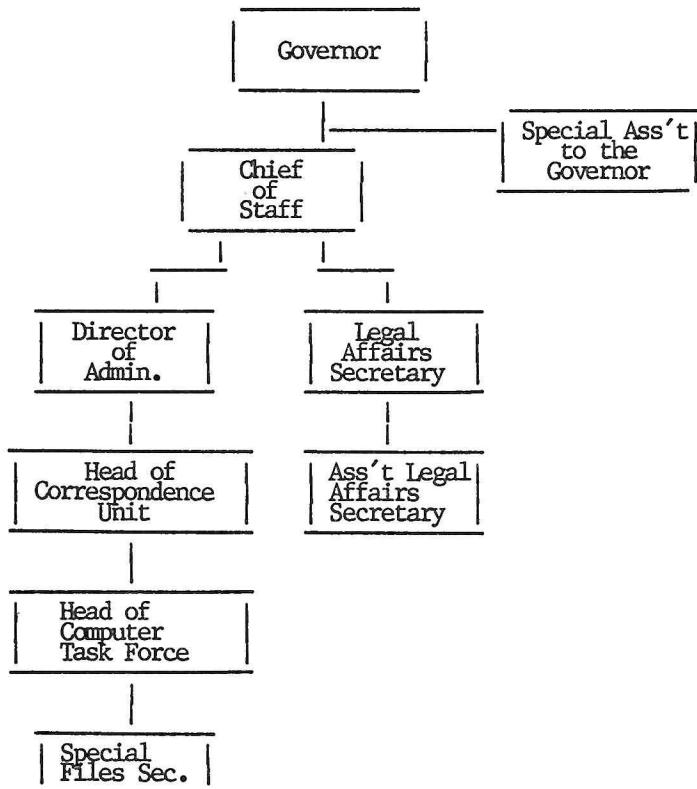
A form printed with line spacing = 0.8 and character spacing = 12

```
-------------------------------------------------------
|Name:           |  Married  |Soc. Sec. No:           |
|                |  Y  |  N   |------------------------|
|                |     |      |Employer:               |
|------------------------------------------------------|
|------------------------------------------------------|
|Reason:                                               |
|                                                      |
|                                                      |
|                                                      |
|------------------------------------------------------|
|Notes:          |For official use only               |
|                |                 -----------         |
|                |                 |       |  |        |
-------------------------------------------------------
```

PROPORTIONAL SPACING

Preparing a Document for Proportional Spacing
How to Indent when Proportionally Spacing
Typing Columns During Proportional Spacing

Omega's proportional space capability (not available on Omega Level A) takes the printed document further from typewriter quality and closer to typeset (book) quality. In the traditional typewriter spacing of 10, 12 or 15 pitch, each character takes up the same amount of space as the next character, but in proportional spacing each character is spaced according to its width. For example, the letter "i" takes less space than the letter "m". The result is a more legible, professional-looking document.

Proportional spacing on Omega is simple to use: It is controlled by two selections in the Document Status. After making these selections, the document is formatted and printed.

This chapter describes how to prepare a document for proportional spacing. Note that documents formatted with 10, 12 or 15 character spacing can be easily adapted to proportional spacing using these instructions. See the last section of this chapter when using tabs in a proportionally spaced document.

PREPARING A DOCUMENT FOR PROPORTIONAL SPACING

Preparing a document for proportional spacing is similar to preparing it for traditional character spacing. The difference is that in proportional spacing, margin, indent and tab settings are measured in tenths of an inch, whereas in traditional spacing these settings are measured in characters per inch.

SET THE MARGINS:
1. **Put the cursor on LINE 1. Then press STATUS:**
    Document Status Menu One displays.

2. **Set the left and right margins:**
    The length of the printed line, measured in tenths of an inch, determines the margin settings. Each number on the CHAR counter at the top of the screen is equal to one tenth of an inch. So if the line length is 6 inches, this is 60 tenths of an inch, or 60 spaces, and the margins are set accordingly. For example, left margin = 10 and right margin = 70 (or any other settings 60 spaces apart, such as 1 and 61).

SET PROPORTIONAL SPACING:
3. **Press STATUS Again.**
    Document Status Menu Two displays.

4. **Change the character spacing to PS and enter the print wheel name:**

    a. **Change "Character spacing [10,12,15,PS]", to "PS".**
        This tells Omega to proportionally space the document when formatting and printing.

    b. **Change "Print wheel", to either the print wheel name, "ASCII" or "SELECTRIC":**
1. Type the name of the print wheel. If that print wheel is not available on the disk, a prompt says: "That document was not found. Press RETURN to continue."
   a) Press COMMAND PW (Print Wheel) to see the print wheels available on a disk (see figure 65-1). Each wheel listed has a corresponding printer. This must be the printer specified in the Printer Status when entering the print wheel name.

2. If the disk doesn't have the print wheel you want, type ASCII (if the keyboard has a greater-than sign > above the period) or SELECTRIC (if the keyboard shows two periods on the period key). This specifies a non-special print wheel so any print wheel may be used, but the characters and their spacing may not print exactly as desired.

5. RETURN to the screen.
The margin scale shows a proportional space line to the right of the right margin. When the text is formatted it will extend to this position.

If the document has indented paragraphs, see the section, "How to Indent when Proportionally Spacing", before going to step 6.

If the document has tabbed columns, see the section, "Typing Columns During Proportional Spacing", before going to step 6.

FORMAT THE DOCUMENT:
6. Put the cursor at the top of the document. Then press FORMAT DOCUMENT.
When typing, text does not proportionally space. It is only when the paragraph or document is formatted that the text becomes proportionally spaced. On the screen, text goes past the right margin up to the end of the proportional space line. When printing, the text aligns to the right margin. See figure 65-1.

Note: If a document was previously paginated, it should be re-paginated after formatting proportionally spaced. Proportionally spaced paragraphs often have fewer lines than non-proportionally spaced paragraphs.


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Press RETURN to continue.

DIABLO:      82069                    COMPUCORP25:      82069
COMPUCORP25:      STANDARD            NEC:      NECTEST
DIABLO:      TEST                     ASCII:      STANDARD
NEC:      NECTEST1                    DIABLO:      TESTWHEEL
NEC:      STANDARD                    NEC:      NEC4921
DIABLO:      80961                    NEC:      NEC492
QUME:      STANDARD                   DIABLO:      STANDARD
```
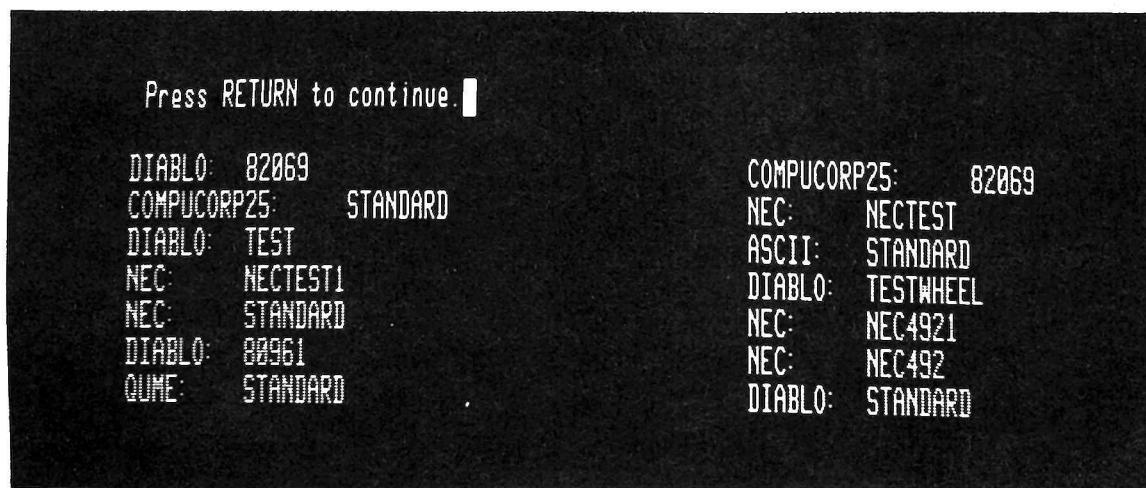
Figure 65-1.
COMMAND PW Displays the Print Wheel Names and Corresponding Printers
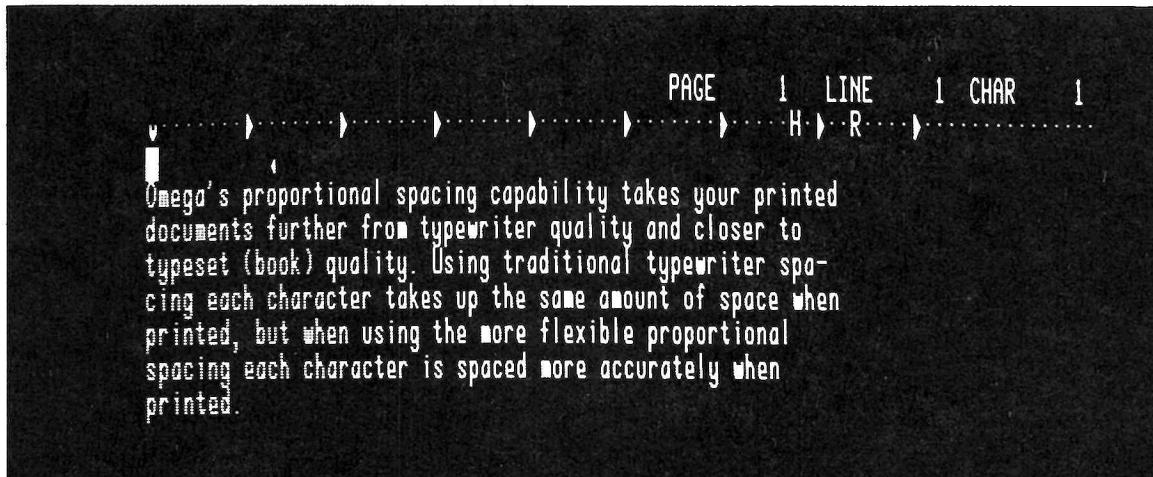
PAGE 1 LINE 1 CHAR 1

Omega's proportional spacing capability takes your printed documents further from typewriter quality and closer to typeset (book) quality. Using traditional typewriter spacing each character takes up the same amount of space when printed, but when using the more flexible proportional spacing each character is spaced more accurately when printed.

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cing each character takes up the same amount of space when
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spacing each character is spaced more accurately when
printed.

Text Spaced at 12 Characters Per Inch
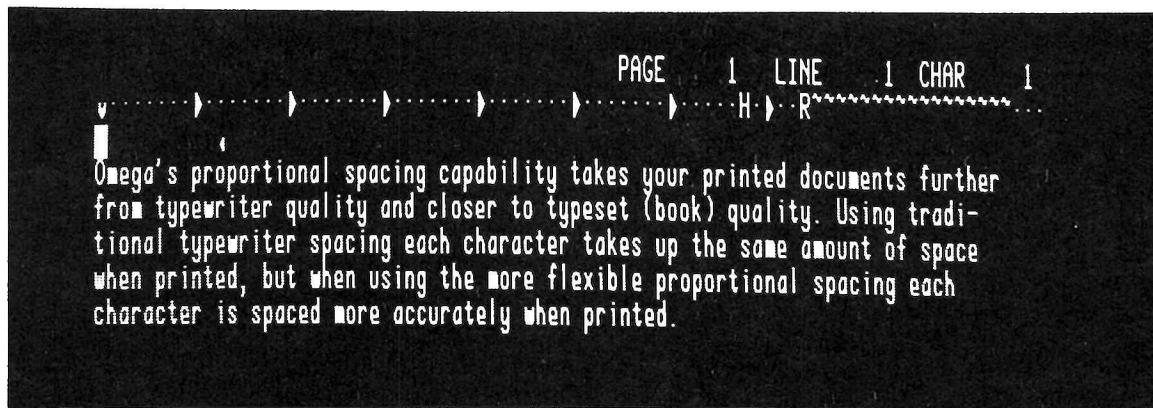
PAGE 1 LINE 1 CHAR 1

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from typewriter quality and closer to typeset (book) quality. Using tradi-
tional typewriter spacing each character takes up the same amount of space
when printed, but when using the more flexible proportional spacing each
character is spaced more accurately when printed.

Proportionally Spaced Text

Figure 65-2.
Non-Proportionally Spaced Text Compared with Proportionally Spaced Text
on the Screen and Printed

HOW TO INDENT WHEN PROPORTIONALLY SPACING

Because of the different character widths in proportional spacing, indented text may not align correctly unless the indent is set after a tab marker. Follow the steps in this section for setting left and centered indents when proportionally spacing.

SET TABS FOR INDENTS:
1. **Determine how far text is to be indented from the left margin.**
   This is measured in tenths of an inch. The character counter at the top of the screen measures in tenths of an inch.

2. **Set a tab stop for each indent position.**
   Left margin position + indent distance = indent position. Example: If the left margin is 10 and you want to indent 5 tenths of an inch from the left margin, set a tab at CHAR 15. If you want another indent 1 inch (10 tenths of an inch) from the left margin set another tab at CHAR 20. See chapter 15 for instructions on how to set tab stops.

SET INDENTS:
3. **Put the cursor at the beginning of the first line to be indented.**
   If the text is already typed and indented for regular character spacing, put the cursor on the first indented character.

4. **Press TAB to go the left indent position.**
   This inserts a tab marker (right-pointing triangle). See figure 65-3.

5. **Press INDENT L or INDENT CENTER.**
   Text will be indented starting at the cursor position. A format marker displays in trace mode to the right of the tab marker (see chapter 12).

6. **Press INDENT BACKSPACE at the end of the indented text.**
   The text stops indenting at the cursor position.
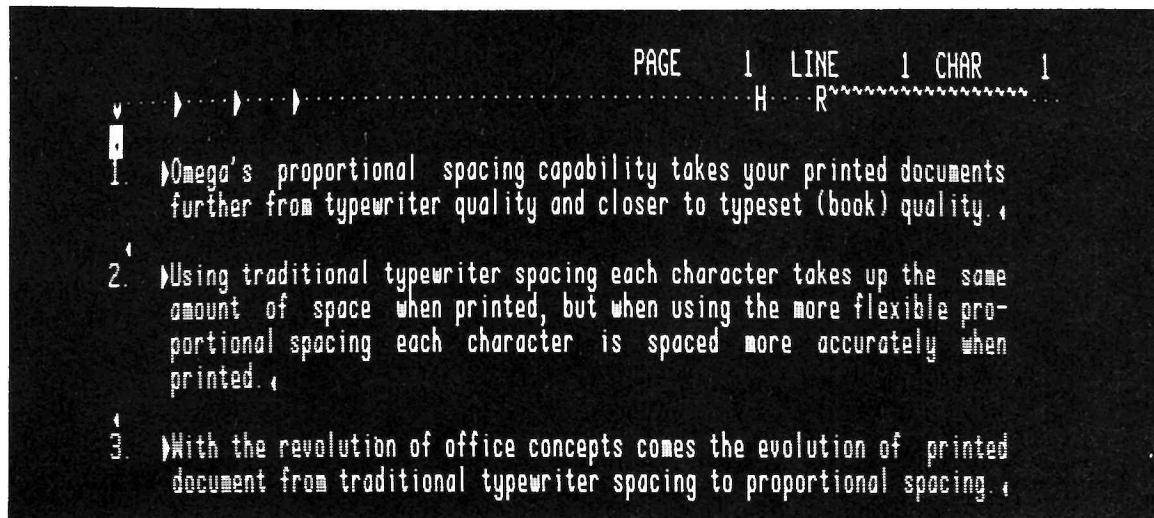
Figure 65-3. Indented Text in a Proportionally Spaced Document

TYPING COLUMNS DURING PROPORTIONAL SPACING

During proportional spacing, tabs must be used to align columns. Although non-tabbed columns may be arranged correctly on the screen, they will become mis-aligned when they are printed, because the spacing varies for each character when printed. The tabs used to align columns must be "regular" tabs -- other kinds, such as decimal and right flush tabs cannot be proportionally spaced. Sections of text using other kinds of tabs should be formatted and printed with regular character spacing (10,12, or 15 pitch).

USE OF REGULAR TABS:
When using regular tabs during proportional spacing, text will align correctly. The CHAR location of the tab determines its distance (in tenths of an inch) from the left margin. For example, if the left margin is 10 and tabs were set at 20 and 30 the first tab will align one inch from the left margin and the second tab will align two inches from the left margin.

USE OF DECIMAL OR OTHER TABS:
When using decimal or other tabs during proportional spacing text may not align correctly. Do the following to use regular character spacing for tabbed text:

1. **Put the cursor one line above the tabbed columns. Press STATUS twice.**
    Document Status Menu Two displays.

2. **Change "Character Spacing [10,12,15,PS]" to 10, 12, or 15.**
    When changing the spacing to 12 or 15, the right margin may need to be changed so it aligns with the right margin of proportional spaced text when printed. The left margin stays in the same location. To calculate a new right margin setting, RETURN to the document, then do the following:
    a. Press COMMAND C1 to enter "Calculator Mode" (see chapter 48).
    b. Do the following equation using the current margin settings. Substitute 1.5 for 1.2 if using 15 character spacing:
        Right Margin - Left Margin x 1.2 + Left Margin = New Right Margin
        Example: 70 - 10 x 1.2 + 10 = 82 (right margin = 82)
    c. Press the RED key to get out of calculator math.
    d. Press STATUS to display Document Status Menu One.
    e. Enter the result of the calculation as the new right margin.

3. **Press RETURN to return to the document.**

4. **Put the cursor at the end of the tabbed columns. Then press STATUS STATUS.**
    Document Status Menu Two displays.

5. **Change "Character Spacing [10,12,15,PS]" back to PS.**
    Change the right margin back to the original setting for proportional spacing.

6. **Press RETURN to return to the document.**

7. **Repeat Steps 1-6 for any other tabbed columns in the document.**

CARE OF THE OMEGA WORD PROCESSOR EQUIPMENT

The OMEGA 20 Word Processor is a tough and durable piece of equipment. But there are a few things you should do to ensure that your equipment lasts a long time with a minimum of trouble.

PROTECT AGAINST OVERHEATING

Inside the OMEGA 20 are parts that must be kept from overheating. So a fan in the left side of the computer unit draw air through the equipment and out.

1. BE SURE TO PLACE OMEGA AT LEAST SIX INCHES FROM A WALL ON THE LEFT SIDE.

2. DO NOT PLACE BOOKS OR FILES ON THE LEFT SIDE OF THE COMPUTER UNIT THAT COVER THE VENT FOR THE FAN.

CLEANING

Ordinarily, to keep OMEGA clean, you will only occasionally have to dust the keyboard and the screen shield. But fingerprints can smudge the screen shield, and liquids can drip or spill on the equipment.

If you take the screen shield off for cleaning, note that one of its sides is non-reflective. The non-reflective side should be replaced facing the operator.

1. To avoid scratchs, dust the equipment with a feather duster.

2. To clean smudges, stains, or spills, use a liquid or spray cleaner made for cleaning plastic. Labels on cleaners state what they can be used for.

3. TURN OMEGA OFF BEFORE CLEANING IT WITH LIQUID CLEANERS.

4. DO NOT SPRAY LIQUID CLEANERS ON THE EQUIPMENT. Dampen a soft cloth with the cleaner and gently rub clean.

5. DO NOT TRY TO CLEAN UP SPILLS THAT DRIPPED UNDER THE KEYS. Just turn OMEGA off and clean the top of the keys with a cloth dampened with a liquid cleaner.

CARE OF THE OMEGA WORD PROCESSOR EQUIPMENT

The OMEGA 20 Word Processor is a tough and durable piece of equipment. But there are a few things you should do to ensure that your equipment lasts a long time with a minimum of trouble.

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Appendix B

WIDTH OF LINE SPACING SETTINGS

If your printer is a Diablo or NEC, you can set the line spacing between the usual settings of .5, 1, 1.5, 2, etc. The following table lists how far down the printer travels under the various line spacing settings that can be set in the document status. The distance moved depends on whether "Lines per inch" is set at 6 or at 8.

The table shows the distance moved both in fractions of a line and in inches.

Line Spacing Setting	6 LINES PER INCH		8 LINES PER INCH	
	Fraction of Line Moved	Distance Moved (Inches)	Fraction of Line Moved	Distance Moved (Inches)
0.1	$\frac{1}{8}$	$\frac{1}{48}$ = .02	$\frac{1}{6}$	$\frac{1}{48}$ = .02
0.2	$\frac{1}{4}$	$\frac{2}{48}$ = $\frac{1}{24}$ = .04	—	—
0.3	$\frac{3}{8}$	$\frac{3}{48}$ = $\frac{1}{16}$ = .06	$\frac{1}{3}$	$\frac{2}{48}$ = $\frac{1}{24}$ = .04
0.4	–	–	–	–
0.5	$\frac{1}{2}$	$\frac{4}{48}$ = $\frac{1}{12}$ = .08	$\frac{1}{2}$	$\frac{3}{48}$ = $\frac{1}{16}$ = .06
0.6	$\frac{5}{8}$	$\frac{5}{48}$ = .1	$\frac{2}{3}$	$\frac{4}{48}$ = $\frac{1}{12}$ = .08
0.7	$\frac{3}{4}$	$\frac{6}{48}$ = $\frac{1}{8}$ = .125	—	—
0.8	$\frac{7}{8}$	$\frac{7}{48}$ = .15	$\frac{5}{6}$	$\frac{5}{48}$ = .1
0.9	–	–	–	–
1.0	1	$\frac{8}{48}$ = $\frac{1}{6}$ = .17	1	$\frac{6}{48}$ = $\frac{1}{8}$ = .125
1.1	$1\frac{1}{8}$	$\frac{9}{48}$ = $\frac{3}{16}$ = .19	$1\frac{1}{6}$	$\frac{7}{48}$ = .15
1.2	$1\frac{1}{4}$	$\frac{10}{48}$ = $\frac{5}{24}$ = .21	—	—

Line Spacing Setting	6 LINES PER INCH		8 LINES PER INCH	
	Fraction of Line Moved	Distance Moved (Inches)	Fraction of Line Moved	Distance Moved (Inches)
1.3	$1\frac{3}{8}$	$\frac{11}{48} = .23$	$1\frac{1}{3}$	$\frac{8}{48} = \frac{1}{6} = .17$
1.4	–	–	–	–
1.5	$1\frac{1}{2}$	$\frac{12}{48} = \frac{1}{4} = .25$	$1\frac{1}{2}$	$\frac{9}{48} = \frac{3}{16} = .19$
1.6	$1\frac{5}{8}$	$\frac{13}{48} = .27$	$1\frac{2}{3}$	$\frac{10}{48} = \frac{5}{24} = .21$
1.7	$1\frac{3}{4}$	$\frac{14}{48} = \frac{7}{24} = .29$	–	–
1.8	$1\frac{7}{8}$	$\frac{15}{48} = \frac{5}{16} = .31$	$1\frac{5}{6}$	$\frac{11}{48} = .23$
1.9	–	–	–	–
2.0	2	$\frac{16}{48} = \frac{1}{3} = .33$	2	$\frac{12}{48} = \frac{1}{4} = .25$
2.1	$2\frac{1}{8}$	$\frac{17}{48} = .35$	$2\frac{1}{6}$	$\frac{13}{48} = .27$
2.2	$2\frac{1}{4}$	$\frac{18}{48} = \frac{3}{8} = .375$	–	–
2.3	$2\frac{3}{8}$	$\frac{19}{48} = .4$	$2\frac{1}{3}$	$\frac{14}{48} = \frac{7}{24} = .29$
2.4	–	–	–	–
2.5	$2\frac{1}{2}$	$\frac{20}{48} = \frac{5}{12} = .42$	$2\frac{1}{2}$	$\frac{15}{48} = \frac{5}{16} = .31$
2.6	$2\frac{5}{8}$	$\frac{21}{48} = \frac{7}{16} = .44$	$2\frac{2}{3}$	$\frac{16}{48} = \frac{1}{3} = .33$
2.7	$2\frac{3}{4}$	$\frac{22}{48} = \frac{11}{24} = .46$	–	–
2.8	$2\frac{7}{8}$	$\frac{23}{48} = .48$	$2\frac{5}{6}$	$\frac{17}{48} = .35$
2.9	–	–	–	–
3.0	3	$\frac{24}{48} = \frac{1}{2} = .5$	3	$\frac{18}{48} = \frac{3}{8} = .375$

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	Fraction of Line Moved	Distance Moved (Inches)	Fraction of Line Moved	Distance Moved (Inches)
0.1	$\frac{1}{8}$	$\frac{1}{48}$ = .02	$\frac{1}{6}$	$\frac{1}{48}$ = .02
0.2	$\frac{1}{4}$	$\frac{2}{48}$ = $\frac{1}{24}$ = .04	—	— — —
0.3	$\frac{3}{8}$	$\frac{3}{48}$ = $\frac{1}{16}$ = .06	$\frac{1}{3}$	$\frac{2}{48}$ = $\frac{1}{24}$ = .04
0.4	—	— — —	—	— — —
0.5	$\frac{1}{2}$	$\frac{4}{48}$ = $\frac{1}{12}$ = .08	$\frac{1}{2}$	$\frac{3}{48}$ = $\frac{1}{16}$ = .06
0.6	$\frac{5}{8}$	$\frac{5}{48}$ = .1	$\frac{2}{3}$	$\frac{4}{48}$ = $\frac{1}{12}$ = .08
0.7	$\frac{3}{4}$	$\frac{6}{48}$ = $\frac{1}{8}$ = .125	—	— — —
0.8	$\frac{7}{8}$	$\frac{7}{48}$ = .15	$\frac{5}{6}$	$\frac{5}{48}$ = .1
0.9	—	— — —	—	— — —
1.0	1	$\frac{8}{48}$ = $\frac{1}{6}$ = .17	1	$\frac{6}{48}$ = $\frac{1}{8}$ = .125
1.1	$1\frac{1}{8}$	$\frac{9}{48}$ = $\frac{3}{16}$ = .19	$1\frac{1}{6}$	$\frac{7}{48}$ = .15
1.2	$1\frac{1}{4}$	$\frac{10}{48}$ = $\frac{5}{24}$ = .21	—	— — —

	6 LINES PER INCH				**8 LINES PER INCH**			
Line Spacing Setting	**Fraction of Line Moved**	**Distance Moved (Inches)**			**Fraction of Line Moved**	**Distance Moved (Inches)**		
1.3	$1\frac{3}{8}$	$\frac{11}{48}$	=	.23	$1\frac{1}{3}$	$\frac{8}{48}$ = $\frac{1}{6}$	=	.17
1.4	–	–	–	–	–	–	–	–
1.5	$1\frac{1}{2}$	$\frac{12}{48}$ = $\frac{1}{4}$	=	.25	$1\frac{1}{2}$	$\frac{9}{48}$ = $\frac{3}{16}$	=	.19
1.6	$1\frac{5}{8}$	$\frac{13}{48}$	=	.27	$1\frac{2}{3}$	$\frac{10}{48}$ = $\frac{5}{24}$	=	.21
1.7	$1\frac{3}{4}$	$\frac{14}{48}$ = $\frac{7}{24}$	=	.29	–	–	–	–
1.8	$1\frac{7}{8}$	$\frac{15}{48}$ = $\frac{5}{16}$	=	.31	$1\frac{5}{6}$	$\frac{11}{48}$	=	.23
1.9	–	–	–	–	–	–	–	–
2.0	2	$\frac{16}{48}$ = $\frac{1}{3}$	=	.33	2	$\frac{12}{48}$ = $\frac{1}{4}$	=	.25
2.1	$2\frac{1}{8}$	$\frac{17}{48}$	=	.35	$2\frac{1}{6}$	$\frac{13}{48}$	=	.27
2.2	$2\frac{1}{4}$	$\frac{18}{48}$ = $\frac{3}{8}$	=	.375	–	–	–	–
2.3	$2\frac{3}{8}$	$\frac{19}{48}$	=	.4	$2\frac{1}{3}$	$\frac{14}{48}$ = $\frac{7}{24}$	=	.29
2.4	–	–	–	–	–	–	–	–
2.5	$2\frac{1}{2}$	$\frac{20}{48}$ = $\frac{5}{12}$	=	.42	$2\frac{1}{2}$	$\frac{15}{48}$ = $\frac{5}{16}$	=	.31
2.6	$2\frac{5}{8}$	$\frac{21}{48}$ = $\frac{7}{16}$	=	.44	$2\frac{2}{3}$	$\frac{16}{48}$ = $\frac{1}{3}$	=	.33
2.7	$2\frac{3}{4}$	$\frac{22}{48}$ = $\frac{11}{24}$	=	.46	–	–	–	–
2.8	$2\frac{7}{8}$	$\frac{23}{48}$	=	.48	$2\frac{5}{6}$	$\frac{17}{48}$	=	.35
2.9	–	–	–	–	–	–	–	–
3.0	3	$\frac{24}{48}$ = $\frac{1}{2}$	=	.5	3	$\frac{18}{48}$ = $\frac{3}{8}$	=	.375

Appendix C

HOW TO USE TEXT/ONE DOCUMENTS ON OMEGA

If you have documents that were created on **COMPUCORP**'s TEXT/ONE Word Processer and saved on a diskette, you can also use those documents on OMEGA. This appendix tells you what to do to convert your TEXT/ONE documents to OMEGA documents.

The first step is to prepare your TEXT/ONE documents so they can be recalled by OMEGA.

THE FIRST STEP: PREPARE YOUR TEXT/ONE DOCUMENTS

Follow the steps in this section to prepare your TEXT/ONE documents so they can be recalled by OMEGA. Then do the steps in the next section.

1. **Turn On Your Machine and Insert a TEXT/ONE Master Diskette.**
   The TEXT/ONE Master Diskette must be labeled with the number 1.Ø5 or larger. This is its version number.

2. **Do These Steps to Find the Names of the Documents You Want to Use on OMEGA:**

   a. **Type "7," then Press RETURN.**
      The message at the bottom of the screen then asks: "Which disk is to be indexed--->"

   b. **Type "Ø" or "1," then Press RETURN.**
      The left diskette drive on the computer unit is drive Ø, the one to the right is drive 1. The index for the drive you specified then displays.

   c. **Note the Names of Documents You Want to Use on OMEGA, Then Press RETURN.**

3. **Type "2", then Press RETURN.**
   A message at the bottom of the screen then asks: "Enter document name--->"

4. **Type the Name of a Document You Want to Use on OMEGA, then Press RETURN.**
   The document then displays.

5. **Press and Hold Down CTRL, ESC, and CAPS LOCK, then Press "C".**
   If your keyboard does not have an ESC key, use the semicolon (;) instead. The screen briefly shows "Exit compression mode" and then the document displays.

6. **Move Through the Document From Top to Bottom with the Down Arrow.**

7. **Hold Down CTRL and Press EXIT Once.**

8. **Repeat Steps 3 to 6 for Each Document You Want to Use on OMEGA.**

THE SECOND STEP: RECALL YOUR DOCUMENTS ON OMEGA

Follow the steps in this section to recall and use your TEXT/ONE documents with OMEGA.

1. **Turn On Your Machine and Insert an OMEGA Master Diskette.**
   The screen should be clear to do the following steps. If you have a document on the screen, save it with the procedure in chapter 5 or erase it with the procedure in chapter 8.

2. **Insert a TEXT/ONE Diskette That Has the Documents You Want.**
   These documents must have been prepared with the steps in the previous section.

3. **Type the TEXT/ONE Name of a Document, Followed by ".25Ø".**
   For example, if the name of a document is "Letter79," type "Letter79.25Ø".

4. **With the Cursor Just After the "Ø," Press RECALL Once.**
   The document then displays double spaced.

5. **Press FORMAT, then DOCUMENT.**
   The document then reformats (see chapter 11) and appears single spaced, but displays a left-pointing triangle at the end of each line.

6. **To Remove the Left-Pointing Triangles Within a Paragraph, Do These Steps:**
   For OMEGA, there should be a left-pointing triangle only at the end of a paragraph, at the end of a short line, and on an empty line.

   a. **Place the Cursor on the First Line of the Document.**

   b. **Press STATUS Once.**
      The document status menu one then displays.

   c. **Place the Cursor on the Line Labeled "Search for".**

   d. **While Holding Down CTRL, Press "C". Then Press RETURN.**
      An arrow pointing up then displays.

   e. **Place the Cursor on the Line Labeled "Replace with".**

   f. **Type "J," Then Press BACK SPACE (or RUB OUT) Once.**

   g. **Press the Down Arrow Once, Then Press RETURN.**
      A wavy vertical line then displays.

   h. **Press RETURN.**
      The document then displays.

   i. **While Holding Down CTRL, Press SEARCH.**
      The cursor then moves to the left edge of the screen, which is just after a left-pointing triangle on the line above.

j. Do You Want to Delete the Triangle at the End of the Line Just Above?

    1) If Yes, Press REPLACE Once While Holding Down CTRL.

    2) If No, Go to Step k.

k. Repeat Steps i and j to the End of the Document.

7. Save the Document with the Procedure in Chapter 5.

8. Repeat Steps 3 to 7 for Each TEXT/ONE Document You Prepared.

Appendix D

SUMMARY OF WHAT THE SPECIAL MARKERS DO

Here is a list of the special markers that display on the screen, and a brief explanation of what they do.

◀ Line end mark. Ends a line or paragraph. See chapter 3.

• Hard space mark. Indicates space that will not be split at the right margin and will not be removed by reformatting. See chapter 10.

▆ Center line mark, shown in trace mode. Centers text on a line. See chapter 14.
Also a center column tab stop. Centers text at the tab stop. See chapter 15.

▌ Format marker, shown in trace mode. Indicates that a certain format will begin. See chapter 13.

– Soft hyphen, shown in trace mode. Displays a hyphen if it ends a line. See chapter 11.

_ Underline mark. Begins and ends each underline. See chapter 22.

▬ Bold mark. Begins and ends each section of bold text. See chapter 22.

▶ Tab and tab stop mark. Moves text to the next tab stop. See chapter 15.

│ Right flush tab stop mark. Moves text to the left of the tab stop. See chapter 15.

❳ Shows there is text beyond the the edge of the screen.

→ Right (begin) block arrow. Begins a block of text. See chapters 23 and 24.

← Left (end) block arrow. Ends a block of text. See chapters 23 and 24.
Also a backspace arrow. Backspaces and prints a character over another character. See chapter 35.

▼_ Page end mark. Ends a page. See chapter 29.
Also separates records in a mail list. See chapter 40.

▲_ Required page end mark. Ends a page. This page division cannot be changed by other page setting procedures. See chapter 29.

θ Overstrike mark. Begins and ends a section of text to be struck over. See chapter 35.

ρ Optional text mark. Begins and ends a section that may be not printed with the rest of the document. See chapter 34.

λ Merge mark. Indicates where personalized text may be filled in from the keyboard or from a mailing list. See chapters 37, 39, and 40.
Also a footnote mark. Indicates where a footnote number will be printed in text. See chapter 32.

ε Field mark. Begins and ends a section of a record (or listing) in a mail list. See chapter 40.

↑ Superscript mark. Indicates that the character shown in trace mode in its location will be printed as a superscript. See chapter 36.
Also a page number mark. Shows where the number of the page will be printed. See chapter 30.

↓ Subscript mark. Indicates that the character shown in trace mode in its location will be printed as a subscript. See chapter 36.
Also the cursor location mark. Shows on the margin scale where the cursor is. See chapter 3.

β Form space marker. Defines the part of a form that cannot be typed on. See chapter 45.

SUMMARY OF WHAT THE KEYS DO

Here are brief descriptions of the actions each key on your OMEGA Word Processor can do.

If more than one key must be pressed to do an action, the action is described under the name of the first key that must be pressed. For example, the key sequence COMMAND-INDEX is described under COMMAND.

BACK SPACE -- Backspaces and erases one character.

BOLD -- Displays a bold mark. A single bold mark starts printing bold type after that point. A second bold mark must display later to stop printing bold. Detailed in chapter 22.

BLOCK -- Used as the first key in several two key sequences. These are detailed in chapters 23 and 24.

    BLOCK-B -- Defines the beginning of a block of text with an arrow.

    BLOCK-COPY -- Displays a copy of a block of text where the cursor is.

    BLOCK-DELETE -- Erases a block of text.

    BLOCK-E -- Defines the end of a block of text with an arrow.

    BLOCK-GLOSSARY -- Places a term in a glossary document. See chapter 24.

    BLOCK-MOVE -- Moves a block of text within a document to where the cursor is.

    BLOCK-PRINT -- Prints a block of text.

    BLOCK-RECALL -- Inserts a document into another document where the cursor is.

    BLOCK-SAVE -- Saves a block of text on a diskette as a document.

CAPS LOCK -- Makes all letters type as capitals, but does not make the number keys type the characters above them. See also SHIFT.

CENTER -- Centers the line the cursor is on (see chapter 14), and sets a tab stop that centers columns (see chapter 15).

    CENTER-Red Key -- Moves a centered line to the left margin.

CLEAR -- Erases a document that is displayed on the screen.

COMMAND -- Used as the first key in many two or three key sequences:

    COMMAND-BACK SPACE -- Prints one space back the next character that is typed. Detailed in chapter 35.

    COMMAND-C F -- Column Functions. Allows columns typed with the TAB key to be cleared, deleted, exchanged, inserted, or moved. See chapter 15.

    COMMAND-CLEAR -- Erases text displayed on the screen and erases the line 1 document status format marker.

    COMMAND-COPY -- Copies documents from one diskette to another, beginning from the document the cursor is on. Explained in chapter 25.

    COMMAND-D I -- Diskette Image. Copies a diskete over another diskette. Detailed in chapter 25.

    COMMAND-Down Arrow -- Displays the next character typed as a subscript.

    COMMAND-E P -- End Page. Displays a page line on the line the cursor is on. See also COMMAND-R P. Detailed in chapter 29.

COMMAND-F A -- Footer All. Allows you to type text that will be printed at the bottom of all pages. Explained in chapter 31.

COMMAND-F C -- Form Clear. Erases the text you typed in the blank spaces in a form. Detailed in chapter 45.

COMMAND-F D -- Form Delete. Restores a prepared form, which can be only filled in, to an ordinary document. Detailed in chapter 44.

COMMAND-F L -- Footer Left. Allows you to type text that will be printed at the bottom of even numbered pages. Explained in chapter 31.

COMMAND-F M -- Form Make. Prepares a form so you can fill it in. Detailed in chapter 44.

COMMAND-F N -- Footnote. Allows you to type a footnote in a document. Explained in chapter 32.

COMMAND-F R -- Footer Right. Allows you to type text that will be printed at the bottom of odd numbered pages. Explained in chapter 31.

COMMAND-F 1 -- Form 1. Displays a pattern of dots that can be put over a preprinted form. The pattern can be used as a guide to setting the form spaces on the screen. Detailed in chapter 44.

COMMAND-F 2 -- Form 2. Allows you to set the location of spaces in a pre-printed form in a pattern of dots on the screen. See chapter 44.

COMMAND-F 3 -- Form 3. Erases the screen except for the form spaces set with COMMAND F2. Detailed in chapter 44.

COMMAND-Green Key -- Sorts a mailing list with a sort document. Detailed in chapter 41.

COMMAND-H A -- Header All. Allows you to type text that will be printed at the top of all pages. Explained in chapter 31.

COMMAND-H L -- Header Left. Allows you to type text that will be printed at the top of even numbered pages. Explained in chapter 31.

COMMAND-H R -- Header Right. Allows you to type text that will be printed at the top of odd numbered pages. Explained in chapter 31.

COMMAND-I M -- Insert Mode. Puts OMEGA into insert mode. Detailed in chapter 10.

COMMAND-INDEX -- Used to direct OMEGA to display the index of a diskette in a different drive than you last used. Detailed in chapter 6.

COMMAND-M A -- Merge Automatic. Makes a sublist of a mailing list. Detailed in chapter 40.

COMMAND-M C -- Mask Create. Makes a pattern (also called a "mask") for mail list records. Detailed in chapter 40.

COMMAND-M E -- Merge End. Stops the merging of records in a mailing list with a personalized form letter. Detailed in chapter 43.

COMMAND-MERGE -- Displays a letter merged with the next record in a mailing list. Detailed in chapter 43.

COMMAND M F -- Make Field. Types the character that begins and ends a field in a mail list record (see chapter 40), and that begins and ends a term and a name for a term in a glossary document (see chapter 24).

COMMAND-M P -- Merge to Printer. Merges a personalized form letter with records in a mailing list and prints them. Detailed in chapter 43.

COMMAND-M R -- Merge Report. Tells how many records have been looked at and used when letters are filled in from a mailing list (see chapter 43) or after a mail list sublist was created (see chapter 40).

COMMAND-M S -- Merge to Screen. Displays a personalized form letter merged with a record in a mailing list. Detailed in chapter 43.

COMMAND-O S -- Overstrike. Types the character that begins and ends a section of text that will be struck over when printed. See chapter 35.

COMMAND-O T -- Optional Text. Types the character that begins and ends a section of text that you may not want to print with the document. Detailed in chapter 34.

COMMAND-PAGE ↓ -- Used to go to a specific page in document. See chapter 9.

COMMAND-PAGINATE -- Sets page lines in a document beginning from the page line before the cursor or from the beginning of a document. Detailed in chapter 29.

COMMAND-P D -- Prepare Diskette. Prepares a new document diskete so that documents can be saved on it. Detailed in chapter 25.

COMMAND-P N -- Page Number. Types the character that tells OMEGA to print the page number of the document there. Detailed in chapter 31.

COMMAND-PRINT -- Prints a diskette index. Detailed in chapter 6.

COMMAND-REPLACE -- Replaces all of the text that matches what is typed on the document status line "Search for" with the text typed on the line "Replace with". Detailed in chapter 21.

COMMAND-RETURN -- Sorts a mailing list with a sort document. Detailed in chapter 41.

COMMAND-R M -- Replace Mode. Places OMEGA in replace mode. Detailed in chapter 10.

COMMAND-R P -- Required Page. Displays a page line on the line the cursor is on which will not be removed when the PAGINATE key is used. Detailed in chapter 29.

COMMAND-RUB OUT -- Same as COMMAND-BACK SPACE.

COMMAND-SEARCH -- Asks for a word or phrase you want to find in text. Detailed in chapter 21. See also SEARCH.

COMMAND-S F -- Standard Format. Sets the current document and printer status settings to be the standard settings. See chapters 17 and 26.

COMMAND-S P -- Stop Print. Stops the printer at that point in a document so you can change ribbons, print wheels, etc. Explained in chapter 33.

COMMAND-TAB -- Displays a second margin scale on which to set and clear tab stops. Detailed in chapter 15.

COMMAND-T Y -- Typewriter Mode. Allows you to operate the printer as a typewriter and type on the screen as well. Used to locate the spaces in a preprinted form on the screen. See chapter 44.

COMMAND-Up Arrow -- Prints the next character typed as a superscript. See chapter 36.

COMMAND-V T -- View Tabs. Alternately turns off and on the triangles that show where the tab key has been used. Detailed in chapter 15.

COMMAND-V U -- View Underlines. Alternately turns on and off the marks that tell the printer to begin and end underlining and printing bold. Detailed in chapter 22.

COMMAND-2 Ø -- Displays on a 20 line screen.

COMMAND-6 Ø -- Displays on a 60 line screen.

COPY -- Saves another copy of a document that is on a diskette. Detailed in chapter 7. See also BLOCK-COPY.

CTRL -- Must be held down in order to operate a second function of the keys on the top row of the keyboard. See chapter 4.

DEL CHAR -- Deletes the character or space the cursor is on.

DELETE -- Erases a document saved on a diskette (see chapter 8), and erases all tab stops (see chapter 15). See also BLOCK-DELETE.

DEL LINE -- Deletes the line to the right of the cursor and moves the beginning of the line below up to the cursor. Explained in chapter 10.

DEL WORD -- Deletes the word to the right of the cursor. See chapter 10.

DOCUMENT -- If a diskette index is displayed, this puts the name of the document the cursor is on in the document that was on the screen. Explained in chapter 41. See also FORMAT-DOCUMENT.

ESC -- Operates as the red key on some keyboards. Means "escape".

FIND ▮ -- Moves the cursor to the next format marker. Puts OMEGA in trace mode if it is not.

FORMAT -- Rearranges the paragraph the cursor is on within the margins. See chapter 11.

FORMAT-DOCUMENT -- Rearranges a document within the margins.

GLOSSARY -- Recalls a term from a glossary document. Detailed in chapter 24.

GREEN KEY -- Starts or continues word processing operations. Means GO or OKAY or DO IT.

HOME -- Used as the first key in several two and three key sequences, detailed in chapter 9:

HOME-Down Arrow -- Moves the cursor down one screen length.

HOME-HOME-Down Arrow -- Moves the cursor to the end of the document.

HOME-HOME-Left Arrow -- Moves the cursor left to the first character position (CHAR 1).

HOME-HOME-Right Arrow -- Moves the cursor to the right margin.

HOME-HOME-Up Arrow -- Moves the cursor to the second line of the document.

HOME-Left Arrow -- Moves the cursor left to the left margin.

HOME-Right Arrow -- Moves the cursor to the end of the line it is on.

HOME-Up Arrow -- Moves the cursor up one screen length.

INDENT -- Used as the first key in several two key sequences (see chapter 12), and sets a tab stop that right aligns a column (see chapter 15).

INDENT-BACK SPACE -- Ends all indents beginning from the line below the cursor.

INDENT-CENTER -- Indents the text below the cursor from both margins by the amount the cursor is from the closest margin.

INDENT-L -- Indents the text below the cursor from the left margin by the amount the cursor is from the left margin.

INDENT-R -- Indents the text below the cursor from the right margin by the amount the cursor is from the right margin.

INDENT-RUB OUT -- Same as INDENT-BACK SPACE.

INDEX -- Displays the index of the diskette in the last diskette drive that was displayed. Detailed in chapter 6. See also COMMAND-INDEX.

MARGIN -- Used as the first key in two key sequences. See chapter 12.

MARGIN-L -- Sets the left margin where the cursor is, beginning with the line below the cursor.

MARGIN-R -- Sets the right margin where the cursor is, beginning with the line below the cursor.

MERGE -- Allows personalized text to be put into a form letter (see chapters 37, 39, and 43), and rapid typing of a mailing list (see chapter 40).

MOVE -- See BLOCK-MOVE.

PAGE ↓ -- Moves the cursor to the first line of the next page (see chapter 9), and scrolls a diskette index down to the next index page (see chapter 6). See also COMMAND-PAGE .

PAGE ↑ -- Moves the cursor up to the first line of the page, and then to the first line of the previous page (see chapter 9), and scrolls the diskette index up (see chapter 6).

PAGINATE -- Suggests a place to end a page. Detailed in chapter 29. See also COMMAND-PAGINATE.

PRINT -- Prints a document that is on the screen. Also prints a document the cursor is on if a diskette index is on the screen (detailed in chapter 7).

RECALL -- Displays a saved document. See chapter 7 and chapter 38.

RED KEY -- Stops or interrupts many word processing actions. Also ends typing an entry of personalized text (detailed in chapters 38-40). See also CEN-TER-Red Key.

REPEAT -- Not used.

REPLACE -- Replaces searched for text with the text typed on the line "Replace with" in the document status. Detailed in chapter 21. See also COMMAND-REPLACE.

RETURN -- Ends paragraphs during typing. If a keyboard does not have a green key, it is also used to continue word processing actions.

RUB OUT -- The BACK SPACE key on some keyboards. Backspaces and erases one character.

SAVE -- Puts a document onto a diskette (see chapter 5). See also BLOCK-SAVE.

SEARCH -- Moves the cursor to text matching the text typed on the line "Search for" in the document status menu one. Detailed in chapter 21. See also COMMAND-SEARCH.

SHIFT -- Makes all letters type as capitals and makes the number keys type the characters above the numbers. See also CAPS LOCK.

STATUS -- If a document is on the screen, this displays the document status menu one (detailed in chapter 17). If a diskette index is on the screen, this displays the printer status (detailed in chapter 26).

> **STATUS-STATUS** -- If a document is on the screen, this displays the document status menu two (detailed in chapter 17). The document statuses display alternately with the printer status each time STATUS is pressed.

> **STATUS-STATUS-STATUS** -- Displays the printer status (detailed in chapter 26). The document statuses display alternately with the printer status each time STATUS is pressed.

STOP KEY -- The red key or the ESC key, whichever your keyboard has.

STOP PRINT -- Stops the printing of a document as soon as the characters already sent to the printer have been printed. Described in chapter 3.

TAB -- Moves the cursor to the next tab stop, and sets and clears tab stops. Detailed in chapter 15.

TRACE -- Displays a document in trace mode. Detailed in chapter 13.

UNDERLINE -- Displays an underline mark. A single underline mark starts an underline after that point. A second underline mark must display later to stop the underline. Detailed in chapter 22.

WORD -- Not used.

(-) -- A soft hyphen. Inserts a hyphen to the left of the cursor that will appear only if the hyphen falls at the end of a line when the text is re-formatted. Detailed in chapter 11.

(•) -- A hard space. Places a space in a document that OMEGA treats like a character. Detailed in chapter 10.

LIST OF ERROR MESSAGES AND NUMBERS

If OMEGA cannot do something you ask, it may display a message which tells you what is wrong, or it may display just a number. This appendix tells you what those messages and numbers mean.

ERROR MESSAGES

This section lists the messages that display when OMEGA cannot do something, and tells you what to do if they display. If a number displays before a message, the number means the same thing as the message.

Message	What To Do
Block marker(s) not found - may be on disk.	Make sure both block arrows are set and that neither is scrolled onto disk.
Can't clear. You must SAVE the document.	The document is already partly on disk. Press SAVE.
Can't do that in a header/footer/ footnote.	Press SAVE. Then do that operation.
Can't find the document you want sorted.	Check that the name of the mailing list is typed correctly in the sort document, and that the list is available.
Change only on line 1 of the document. Press RETURN to continue.	Press RETURN and put the cursor on the first line of the document. Then change the setting.
DISK FULL: Save on another disk.	Save the document on another disk.
First save the document that was on the screen.	Press RETURN and save the document on the screen.
Glossary term not found.	A term was not found with that term name in that glossary. Check the name or the glossary document.
I am at the end of that file.	Use the Master Diskette with the latest version number, or try again.
Illegal EXPAND specification.	The EXPAND requirement in the sort document cannot be done.
Illegal numeric specification.	Change a specification in the sort document. For example, you cannot use both a character and letters in a negator.
Key field is too long.	A field you are sorting by is too long.
MARGIN or INDENT values are inconsistent.	Set the margin or indent to the correct side of the other margin or indent.

My memory is too full.   Stop one or more of the operations OMEGA is doing.

Name too long.   Change the name of the document to less than twelve characters, or recall with the index.

No glossary is defined.   Put the cursor on the name of the glossary you want to use and press GLOSSARY. That defines the glossary.

No sort fields have been specified.   Type in the sort document which fields you want the mail list sorted by.

Not enough disk space to hold temporary data.   More room is needed on the disk so the sort can be done. Delete some documents.

Please put a disk in that drive.   Check or try these:
1. Put a diskette in the drive.
2. Close the door of the drive.
3. Reseat the diskette by opening and closing its door.

Put a tab over the notch in the diskette   Cover the notch in the diskette with a tab.

Put in a VALID Master Diskette.   Use the same Master Diskette that was used to start up with in drive A.

That document is being edited. You can't delete it.   First save the document on disk.

That document was not found.   If you are recalling from the screen, check its name. If recalling from the index, somehow it was not saved. Erase the name, then copy the document from your copy of that diskette.

That name already exists.   Save under a different name. If this message repeats, use a one word name (no spaces) with less than 12 characters.

That name already exists or the disk is full.   Use a different name or save the document on another diskette.

The disk cannot be read.   Check or try these:
1. Use the Master Diskette with the latest date or largest number.
2. Reseat the diskette by opening and closing its door.
3. If the diskette has a notch, make sure the notch is covered with a tab.
4. If the diskette is new, prepare it.
5. Use the copy of the diskette; this diskette has worn out.
6. If OMEGA is doing several operations, stop one or more.

The drive or disk was not found.   Check or try these:
1. Put a diskette in the drive.
2. Use the correct letter for the drive.
3. Reseat the diskette by opening and closing its door.
4. If the diskette has a notch, make sure the notch is covered with a tab.

5. If the diskette is new, prepare it (see chapter 25).

6. If another disk can be used, the disk is worn out.

There is not enough memory to complete the sort.	Clear the memory and do the sort again.
Use the correct version of OMEGA.	Use the Master Diskette with the latest release date.
You didn't specify a document to be sorted.	Type the name of the mail list you want sorted on the second line of the sort document.

MESSAGE NUMBERS

This section lists numbers that may display when OMEGA cannot do something, and tells what they mean and what to do if they display. If a message displays after a number, the message means the same thing as the number.

After each error number, "Press RETURN to continue" displays.

Number	Meaning
005C	That name already exists. Save under a different name.
005D	The index is full. A document must be erased to save another.
005E	Check or try these: 1. That name already exists. Use a different name. 2. The disk is full. Save on another disk. 3. Cover the notch in the diskette with a tab.
0011	The computer could not read the disk. Try another disk to see if the disk is bad. If not, the disk drive may be dirty.
0012	The drive equipment could not go to the correct part of the disk. If the number repeats, drive equipment may be faulty.
0013	Something was recorded incorrectly.
0014	The disk being used was changed. Put back the original or save on another drive.
0015	The disk could not be read by the computer. Check or try these: 1. Reseat the diskette by opening and closing its door. 2. If the diskette is new, prepare it. 3. If another disk can be used, the disk is worn out. 4. Use another drive. That drive may not be working.
0016	Something was recorded incorrectly.
0017	A disk is not in that drive; or there is no such drive.
0018	The disk is worn out or improperly seated. Open and close its door and try again. If the message repeats, use another disk.
0046	Use the password before you update that disk or document.
0047	Cover the notch in the diskette with a tab.
0052	The document was somehow not saved on the disk, even if its name is there. Use your backup copy of that disk.
0053	A disk with that name was not found. See 0015 for what to check.
0054	A disk is not available. See 0015 for what to check.
0070	Select a setting with the correct number of letters or numbers.

0071   That setting cannot be done. Use a possible setting.

0073   The disk could not be read. Check or try these:
        1. Reseat the diskette by opening and closing its door.
        2. If starting up, turn the machine off and try again.
        3. If another disk can be used, the disk has worn out.
        4. If a different version saved the data, it cannot be used.

0074   Same as 0073.

00F6   Too many actions are occurring. Stop an operation.

00FB   Memory is full. Stop an operation or do not start another.

00FD   Use the Master Diskette with the latest release date, or use the system disk that was used to create the document.

00FE   An action or item you specified has not been defined. For example, the document may not be in memory.

0100's   Error numbers in the 0100's have to do with difficulties with using the diskette index.

0152   The disk was not found. Check or try these:
        1. Put a diskette in the drive.
        2. Use the correct letter for the drive.
        3. Reseat the diskette by opening and closing its door.
        4. If the disk has a notch, make sure it is covered by a tab.
        5. If the diskette is new, prepare it.
        6. If another disk can be used, the disk is worn out.

0700's   Error numbers in the 0700's have to do with troubles that may occur when sorting a mailing list (described in chapter 41).

0721   A field you are sorting by is too long.

0722   Some text in the mail list could not be found.

0723   Some text in the mail list could not be read.

0725   Sort specifications were not made in the sort document.

0726   A number you want sorted is too long (more than 200 digits).

0727   Expansion list is illegal.

0735   Not enough space on disk to do the sort. (Records are temporarily saved on disk during sorting.) Make more space on the disk and do the sort again.

0736   Memory is full. Clear the memory and do the sort again.

0737   Same as 0735.

0738   There are too many records in the mail list.

0739   A specification for a numeric sort cannot be done. For example, you cannot mix a character and letters, as in "-CR", as a negator.

0750   Type the name of the mail list on line 2 of the sort document.

0751   Same as 0735.

0752   The mail list was not found on the disk. Check that the name is typed correctly.

2400's   Error numbers in the 2400's have to do with difficulties because document names were incorrectly used.

2404   The type code number (the number after the decimal in the document name) is too large.

2405   The type code number (the number after the decimal in the document
       name) is not correct.
2406   Change the name of the document to less than 12 characters, or
       recall the document with the procedure in chapter 7.
2407   That document name is not within the requirements for document
       names.
2408   You need to give the document a name.

2500's Error numbers in the 2500's have to do with difficulties with
       using the diskette index.
2500   The index cannot display.   Check or try these:
       1. Use the latest Master Diskette.
       2. Reseat the diskette by opening and closing its door.
       3. If the diskette is new, prepare it.
       4. If another disk can be used, the disk has worn out.
       5. If doing several operations, stop one or more.
2501   Use the Master Diskette that was used to save the documents with.
2502   You need to give the document a name.

2800's Errors in the 2800's have to do with difficulties from using dif-
       ferent versions of OMEGA.
2801   Use the Master Diskette with the latest date or largest number.

4000   The document on the screen is scrolled on disk and must be saved
       before you recall another.
4001   Save the document that was or is on the screen.

5000's Error numbers in the 5000's have to do with functions that cannot
       be completed.
5000   That setting would be on the wrong side of the other margin or
       indent.

6000's Error numbers in the 6000's have to do with difficulties because a
       disk is full.
6000   The disk is full.   Save on another disk.

8000   The document on the screen is scrolled on disk and must be saved.
8001   Put the cursor on the name of the glossary you want to use and
       press GLOSSARY.
8003   You cannot do that operation in a header, footer, or footnote.
8004   Check that both block arrows are set and not on diskette.
8005   A term with that name was not found in that glossary.

DEFINITIONS

These are the definitions of the words used in this manual that apply to the OMEGA Word Processor or to word processing. For definitions of other words, see a good English dictionary.

If you want to find out what a key does, see Appendix E, "Summary of What the Keys Do". If you want to find out how to do something on your OMEGA Word Processor, see the table of contents or the index.

A

A---The abbreviation for "alternate".

arrow---A character displayed on the screen that points to a line during some word processing actions, or shows where a block of text begins or ends.

arrow keys---The four keys with arrows on them that cause the cursor to move over text in the direction they point.

assemble---To piece together sections of text in order to create a written document. Also, to fill in the personal information in personalized text.

AUT---The abbreviation for "author" in a diskette index.

author---The name or initials of the person who wrote a document, as shown in a diskette index.

B

BACK SPACE---To move back and erase one character.

B---The abbreviation for "begin" and "bottom".

baud rate---The number of bits (computer characters) the printer can use per second.

block---A defined section of a document that can be moved, copied, erased, printed, inserted into another document, and saved on a diskette as an independent document. See chapter 23.

bold---Same as "boldface".

boldface---Extra thick, dark print.

bold mark---A symbol displayed on a screen that tells the printer to begin or end printing bold characters with the character in the text after it. A bold mark does not leave a space in the printed text.

C

C---The abbreviation for "center".

CAPS LOCK---A key on the keyboard. The abbreviation for "capitals lock".

CF---The abbreviation for "column functions."

center marker---A trace mode marker that tells OMEGA to center the text on the line it is on.

center tab stop---A tab stop that centers a column typed under it.

CHAR---The abbreviation for "character" and "character number". Above the margin scale, this shows how far from the left of the screen the cursor is.

character---A letter, symbol, or mark that is displayed on the screen or printed on a printer.

character number---How far from the left of the screen the cursor is.

character spacing---The number of characters per inch typed by the printer. Also called the "pitch". See chapter 24.

character tab stop---A character, such as a decimal or equal sign, that acts as a tab stop in order to align columns on that character. See chapter 15.

clear---To erase a document from the video screen. Also, to erase the text typed in a form or in a column.

computer---A calculating device that can do a large number of preset step by step instructions on command.

computer unit---The part of a word processor with the computer that performs and directs the word processing operations.

continuous footnote numbers---Footnote numbering that begins with one at the beginning of a document, instead of from 1 on each page.

created---The date a document was first saved on a diskette, as shown in a diskette index.

CTRL---A key on the keyboard. The abbreviation for "control".

cursor---The rectangle on the video screen that shows where a character you type will be displayed.

D

data processing---The actions performed on information by a computer.

define---To insert symbols in text to indicate the beginning and end of a section of text.

del---The abbreviation for "delete".

delete---To erase.

DI---The abbreviation for "diskette image".

disk---A circular plate with a magnetic surface on which text can be recorded so that it can be recalled later.

diskette---A thin, flexible disk that is enclosed inside a square plastic jacket. Text typed on a word processor can be recorded on the magnetic surface of a diskette and then recalled later. Also called a disk.

diskette drive---A device in the slot that you put a diskette into. A diskette drive turns a diskette like a phonograph record in order to put text on it and read it back.

diskette index---A list of the documents saved on a diskette, with information about them and the diskette. See chapter 6.

display---To show on the screen.

document---The text a word processor is currently displaying. Also the text a word processor has saved on a diskette under one document name.

document diskette---A diskette that has only documents saved on it.

document status---A list of information about a document and the format of a document that can also be used to change that information and format. See chapter 17.

document name---The name for a document as shown in a diskette index.
DP---The abbreviation for "data processing".

E

E---The abbreviation for "end".
edit---To change written material or the arrangement of written material.
enter---To place text or information in a word processor from the keyboard.
envelope pattern---Personalized text that serves as a guide to printing envelopes from a mailing list.
EP---The abbreviation for "end page".
erase---To remove text that should not be saved from a screen or diskette.
ESC---A key on some keyboards. The abbreviation for "escape".
escape---To stop a word processing action before it has been completed.

F

F1---The abbreviation for "form 1".
F2---The abbreviation for "form 2".
F3---The abbreviation for "form 3".
FA---The abbreviation for "footer all".
FC---The abbreviation for "form clear".
FD---The abbreviation for "form delete".
field---The text between two field marks. In a mail list record, it can be used to fill in personalized text. In a glossary document, it defines a term and term name.
field number---The number that indicates the position of a field in a mail list record, beginning with field one at the top of the record.
FL---*The abbreviation for "footer left"*.
FM---The abbreviation for "form make".
FN---The abbreviation for "footnote".
footer---Text that is printed at the bottom of each page of a document.
footer all---A footer printed on all pages.
footer left---A footer printed on all even numbered, or left facing, pages.
footer right---A footer printed on all odd numbered, or right facing, pages.
footnote---A note at the bottom of a page about something on the page.
form---A document with printing on it and with spaces to be filled in. Not what has been filled in the spaces in a form. See chapter 36.
form letter---A letter phrased so it can be sent to many different people.
form pattern---A grid that is put on a preprinted form. It serves as a guide to setting the form spaces on the screen.
format---The arrangement of written material. For example, the margins, indents, spacing, etc. Also, the action of rearranging written material.
format marker---A trace mode marker that tells OMEGA to begin a certain format starting from where it is in a document. See chapter 12.
FR---The abbreviation for "footer right".
free pages---The approximate number of pages that can saved on a diskette, as shown in a diskette index. A page is figured to be about 2000 characters.

G

glossary---A document that contains terms and names for terms that allows you to quickly recall the terms to the screen.

H

H---On the margin scale, the beginning of the hot zone.

HA---The abbreviation for "header all".

hard space---Space that OMEGA treats like a character when it reformats text. Displays on the screen as a dot. Hard space should be used when you do not want text or space separated at the right margin. See chapter 10.

hazy search and replace---A way OMEGA can find and replace text for you. Text with different capital and small letters, and text divided at the right margin will be found. Capital letters will be replaced with capital letters; small letters will be replaced with small letters.

header---Text that is printed at the top of each page of a document, used to tell the reader where he is within the document.

header all---A header printer on all pages.

header left---A header printed on all even numbered, or left facing, pages.

header right---A header printed on all odd numbered, or right facing, pages.

HL---The abbreviation for "header left".

home---The character or line the cursor moves to when using the HOME and arrow keys. See chapter 9.

hot zone---The area just before the right margin between the "H" and the "R". When OMEGA rearranges text for you, it asks you to hyphenate a word that would cover the hot zone. See chapter 11.

HR---The abbreviation for "header right".

I

I---An abbreviation for "insert mode" when shown in a document status.

IM---An abbreviation for "insert mode".

indent---To begin or end a line or group of lines farther inside a left or right margin than the other lines.

index---See "diskette index".

insert---To place a character or space within already typed text.

insert mode---The way OMEGA operates if it will insert a character or space in the text to the left of the cursor. See also "replace mode".

J

justify---Same as "right justify".

K

keyboard---A panel with keys you can use to type text and to tell the word processor what to do.

keyboard entry---Information or text that OMEGA receives from a typist on the keyboard.

keypad---See "numeric keypad".

key word---A word in a selection document that OMEGA recognizes and obeys.

L

L---On the margin scale, the location of the left margin. Also, an abbreviation for "left".

line-end mark---The left-pointing triangle that displays on the screen when RETURN is pressed, used to end a short line or a paragraph.

line spacing---The amount of space the printer will leave between lines displayed on the screen.

lines per inch---The number of lines per inch typed by the printer.

listing---Same as a record.

local mode---Same as "typewriter mode".

long document---A document that contains more text than the internal memory of the computer unit can hold, and so must be scrolled on and off diskette. Longer than about 3 or 4 full pages. See chapter 16.

M

MA---The abbreviation for "merge automatic".

mailing list---A list of names, addresses, account numbers, etc. to whom written material is sent through the mail.

mail list---A mailing list.

mail list record---One of the listings, or entries, in a mailing list.

margin---A border of the material on a sheet of paper or on a video screen. This includes the top and bottom edge as well as the right and left.

margin scale---The line at the top of a word processor's screen that shows the locations of the margins and tab stops.

mark---A symbol on a screen that will not be printed on a printer. A mark indicates a word processing action or reference, such as an arrangement or a definition of text. See appendix D.

marker---A symbol on a screen that instructs OMEGA to do something at that point, shown only in trace mode. See chapter 13 and appendix D.

mask---Another word for "pattern".

master diskette---The diskette that has the instructions the computer unit uses to do word processing.

max.---The abbreviation for "maximum".

MC---The abbreviation for "mail list record mask create". A mask is a pattern used to control the creation of something.

ME---The abbreviation for "mail list merge end".

memory---The part of the computer unit that holds the document being displayed on the video screen.

merge---To create a place for or to fill in personal information in personalized text.

merge mark---A symbol (an upside down "Y") that indicates where personal information is to be filled in personalized text. It also indicates where a footnote number will be printed.

MF---The abbreviation for "mail list merge field".

MP---The abbreviation for "merge to the printer".

MS---The abbreviation for "merge to the screen".

multihit---Bold print made by hitting each character a number of times in the same place.

N

N---The abbreviation for "no".

new document---A document that has been typed on the screen, but has not yet been saved on a diskette.

numberic---Having to do with numbers.

numeric keypad---The square group of keys with only numbers and arithmetical signs. Also called a keypad.

O

operation---The sequence keys must be pressed in order to do prepare written material. Also, the work done.

optional text---A defined section of a document that can be not printed when the document is printed. See chapter 34.

OS---The abbreviation for "overstrike".

OT---The abbreviation for "optional text".

overstrike---To strike over a section of text to show a change has been made in a document.

P

P---The abbreviation for "PM" when shown in a diskette index.

page---The text of a document that will be printed on a different sheet of paper than other text.

page line---The underline in a document on the screen that indicates the last line of a page.

page zone size---The smallest number of lines OMEGA will allow in a division of a paragraph that begins or ends a page, when it selects a place to end a page.

page size---The amount of space equal to the largest number of single spaced lines OMEGA would allow printed on a sheet of paper.

paginate---In word processing, to divide a document into pages.

paper length---The length of a sheet of paper in inches multiplied by the number of lines per inch (6 or 8) the printer is set to print.

paragraph---To OMEGA, the text between line-end marks.

pattern---Personalized text that serves as a guide to making a mailing list or printing envelopes. Also a grid that can be put on a preprinted form to serve as a guide to setting the form spaces on the screen.

PD---The abbreviation for "prepare diskette".

personalized form letter---Personalized text that is a form letter.

personalized text---A saved document with places for information to be filled in by a typist or by OMEGA from a saved mailing list.

pitch---The number of characters per inch typed by the printer. Also called "character spacing". See chapter 28.

PN---The abbreviation for "page number".

post-negator---A character printed after a number that indicates the number is negative.

pre-negator---A character printed before a number that indicates the number is negative.

prepare---To lay out the magnetic surface of a diskette so that documents can be saved on it.

printer---A machine that prints on paper as directed by a word processor.

printer status---A list of information about how a document will be printed that can also be used to change that information. See chapter 26.

progress report---A count of the number of records looked at and used when a mail list is sorted or used to fill in text.

R

R---On the margin scale, the location of the right margin. Also, an abbreviation for "right" and for "replace mode".

recall---The process of reading what has been saved on a diskette in order to display it on a video screen. This does not erase the diskette recording.

recalled document---A document saved on a diskette that has been recalled and is displaying on a video screen.

record---One of the entries in a mailing list.

record pattern---Personalized text that serves as a guide to making a mailing list.

reformat---To rearrange the layout of a document, such as changing the margins, indenting text, etc.

replace with---To put certain words in the place of other words in text.

replace mode---The way OMEGA operates if it replaces a character or space that the cursor is on with the character or space that is typed, instead of inserting a character to the left of the cursor. See chapter 10.

report---Same as progress report.

revised---The date and time the last revision of a document was saved on a diskette, as shown in a diskette index.

right justify---Making the lines in a document the same length, so that text aligns at the right margin.

RM---The abbreviation for "replace mode".

RP---The abbreviation for "required page".

rub out---To erase.

S

save---The process of recording on a diskette material that has been typed on a word processor.

saved document---The text that has been recorded on a diskette under one name.

screen---See "video screen".

screen length---The number of lines of text that can be displayed on a video screen.

scroll---The action of rolling the text up or down on a video screen, or on and off a diskette.

search for---To look for certain words in text.

selection document---A document that describes which records in a mailing list should be used.

separator---A character that is between a number and the character that indicates it is a negative number.

set---To enter information that OMEGA can use to do word processing.

setting---Information that OMEGA can use to do word processing.

SF---The abbreviation for "standard format".

shadow---Bold print made by hitting each character a fraction of an inch from the first hit.

size---The number of pages a document has been divided into, shown in a diskette index.

soft hyphen---A hidden hyphen that will appear only when OMEGA reformats text and when it ends of a line. See chapter 10.

sort---To rearrange a mail list into a certain order.

sort document---A document that describes in what order a mail list should be sorted into.

SP---The abbreviation for "stop print".

spacing---The amount of space the printer leaves at the margins and between characters and lines.

special function keys---The keys on a keyboard with labels on a strip of paper above them. These keys direct the computer unit to do special word processing actions. See chapter 4.

standard format---The document status settings that every new document starts with, and the printer status settings that OMEGA starts with.

status---The currect state or condition of something.

strike over---To print a character over another character.

subscript---A character printed about one-half line below a line.

superscript---A character printed about one-half line above a line.

symbol---A mark. Also, a character that represents something.

T

T---The abbreviation for "top".

tab---The action of moving the cursor to a tab stop with the tab key.

tab stop---A location the cursor will move to when the TAB key is pressed. These locations are shown on the margin scale. See chapter 15.

term---Text in a glossary that can be quickly recalled with a shorter name.

term name---A short name used to recall a term in a glossary.

text---A group of characters.

time---The current time, as shown in a diskette index.

trace---A symbol that instructs OMEGA to do something at that point, shown in trace mode. Also called a marker.

trace mode---The operation of OMEGA with the screen showing the normally hidden markers that certain typing and text arrangement instructions place in the text. See chapter 13.

trace mode marker---A symbol hidden in text on a screen that gives OMEGA an instruction. It is displayed only in trace mode.

type-thru mode---Same as "typewriter mode".

typewriter mode---The operation of the printer from the OMEGA keyboard, like a typewriter.

U

underline mark---A symbol displayed on a screen that tells the printer to begin or end underlining with the character or space in the text after it. An underline mark does not leave a space in the printed text.

unjustify---To change right justified text so that its right margin is ragged instead of aligned.

update---The process of erasing a saved version of a document and replacing it with a changed version of the same document.

V

video screen---The face of a television tube in a word processor on which written material is displayed.

VT---The abbreviation for "view tabs".

VU---The abbreviation for "view underline".

W

word processing---The preparation of written material on a word processor.

word processor---A computer used to prepare written material for printing.

Y

Y---The abbreviation for "yes".

20---The abbreviation for "20 line screen".

60---The abbreviation for "60 line screen".

I N D E X

The numbers referred to are chapter numbers; the letters referred to are appendixes. To find what a key or special character does, or what a special message means, see appendixes D, E, and F. To find the definition of a word, see the the Definitions section.

Tell Us What You Think

We at **COMPUCORP** would like to hear what you think about OMEGA and the OMEGA manual. We use what you think to make OMEGA better and to make this manual easier to use. Please answer the questions below and send them to our address at the bottom of this page. Thank you!

1. What is the version of the Omega Master Disk you are using?

2. What model do you have:
    a. 655, 665, 675, 685?
    b. half-page or full-page screen?

3. Please number what you use OMEGA for the most, second most, etc.:

    __ letters   __ long documents   __ records processing

    __ forms   __ spelling checks   __ math calculations

4. What do you like the best about OMEGA?

5. What do you like the least about OMEGA?

6. What did you find difficult to do with OMEGA?

7. What do you like the most about the OMEGA manual?

8. What do you like the least about the OMEGA manual?

9. What did you find difficult to understand in the manual?

10. Name, address, and phone number:

11. Name of dealer:

12. Date:

<div align="center">

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